Arkansas

USER DASEP MANUAL

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TIPS FOR USING THE SERVICE EFFECTIVELY

Recommended Computer Settings

Screen Resolutions

You will get the best screen layout if you set your PC monitor settings to 1024 X 768 pixels or larger. If your screen resolution is smaller (i.e., 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, you will have to scroll more both up & down and left & right to access all the data fields.

To change your PC monitor settings, right click on the **Desktop background** and select **Properties**. Next, click on the **Settings** tab and move the **Screen Resolution** scroll bar to the right (towards "more") to select 1024 X 768 resolution. Click the **OK** button at the bottom of the window to make the change effective.

Pop-Up Blockers

Modern computer security technology and usability features development have led to pop-up blocking. Although this new feature of Internet browsers, toolbars and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like the Arkansas KIT Prevention Service (KPS) require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that the Arkansas KIT Prevention Service (KPS) may not function or appear properly. You should either disable the pop-up blocker while using the Arkansas KIT Prevention Service (KPS) (while remembering to enable it, if desired, when not using the Arkansas KIT Prevention Service (KPS)) or create exceptions for the pop-up blocker. Although enabling and disabling the pop-up blocker may be cumbersome, it may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your internet browser window. If using Internet Explorer, click the top toolbar option "Tools" and then go to "Internet Options". After the Internet Options window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab at the bottom will be a section on Pop-Up Blockers. If the "Block pop-ups" checkbox is checked, click on the "Settings" button to allow for exceptions. If using Mozilla Firefox, click the top toolbar options "Tools" and then go to "Options". After the "Options" window is available, you will want to click on the "Content" tab at the top of the window. If the "Block Popup Window" is checked, click the "Allowed Sites" button to the right to allow for exceptions.

You can now add the Arkansas KIT Prevention Service (KPS) links to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from the Arkansas KIT Prevention Service (KPS). You will want to add https://kitservices2.kithost.net/ for the Live system and http://demo.kithost.net for the Training system. Once these sites are added to your "Allowed Sites" list, the pop-up blocker should no longer prevent pages from loading and appearing while you are using the Arkansas KIT Prevention Service (KPS).

*Note: These are instructions for Internet Explorer 7.0 and may be different for other Internet Explorer version.

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Application Navigating

Arkansas KIT Prevention Service (DASEP) is set up in such a fashion that specific categories have to be completed before moving on to another category. Most often, when in a module, you must complete the categories listed from top to bottom on the Landing Page. (For more information on Landing Pages, see the Landing Page section.) For example, within the Implementation module, you must complete the Identify Programs category before moving onto Identify Groups.

Computer Keys

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (Ctrl) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

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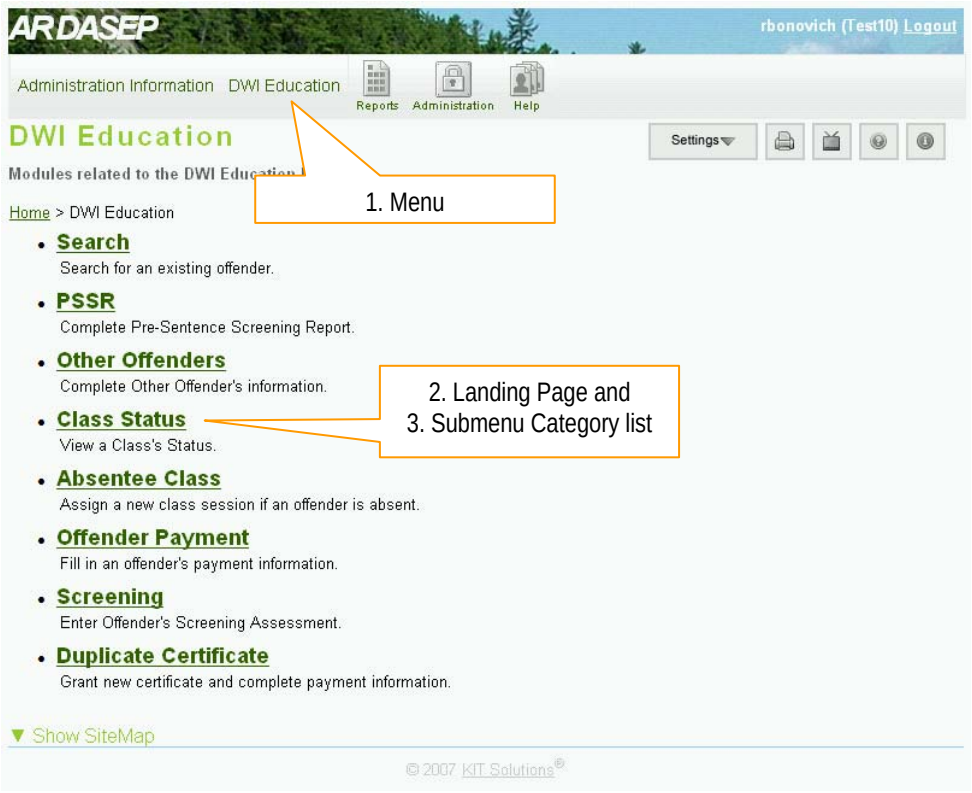
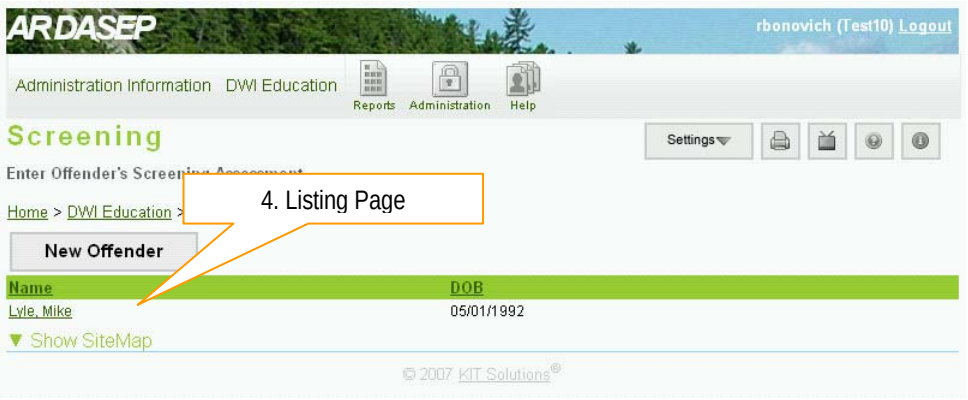
Menu Information

The Menu for the service is located across the top of the screen. Some Menu categories may be broken down into submenu categories to choose from. The Menu categories list the main modules that are within the application. When a Menu category is selected a list of submenu categories will be displayed on the Landing Page as links to access the modules. (For more information on Landing Pages, see the Landing Page section.)

1. Menu	Lists the available modules within the Service. Constant (unchanging). Available at all times.
2. Landing Page	Varies depending on which Menu category is selected. Displays the Submenu Categories.
3. Submenu Category	Varies depending on which Menu category is selected.
4. Listing Page	Varies depending on which Submenu Category is selected.



(This is a screenshot displaying the Menu (1), a Landing Page (2) and a Submenu Category list (3))



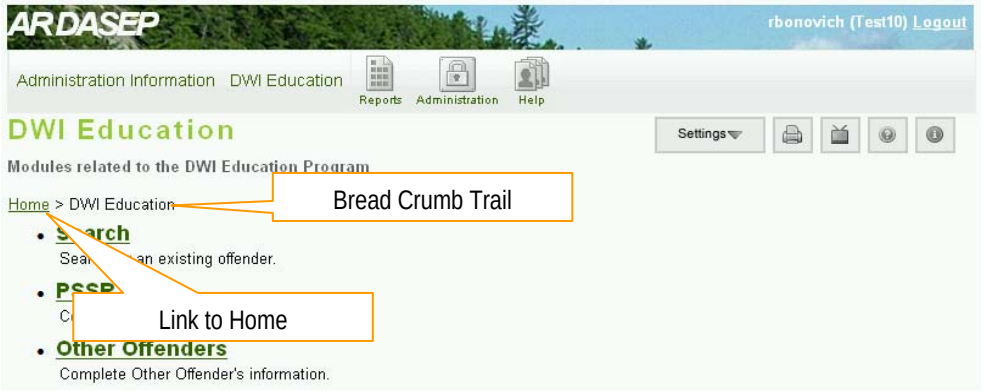
(This is a sample screenshot displaying a Listing Page (4))

The banner above the Menu provides a link to Logout (Logout) of the Service. The Provider ID number is listed as well as the user currently logged into the Arkansas KIT Prevention Service (KPS).

Bread Crumb Trail

A "Bread Crumb Trail" is provided to indicate where you currently are in the system. The links provided in the Bread Crumb Trail also allows you to move backwards in the system.

- If at any time while working in the application you wish to return to the home page you can click the Home link located within the Bread Crumb Trail.



Tips

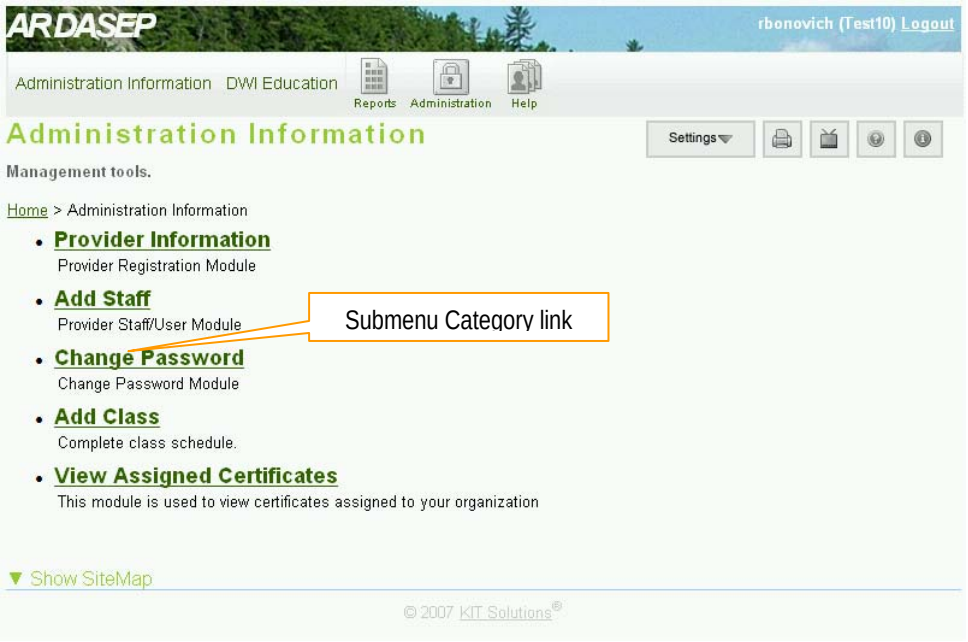
- Clicking the banner above the Menu will also return you to the Home page.

Landing Page

When first entering a module you may see a list of the entire categories associated with that module. This is called a "Landing Page". The Landing Page of a module provides a description of what can be done in that module as well as listing each category as a link to the Listing Page and entry forms. (For more information on the Listing Pages, see the Listing Page section.) No data is entered on the Landing Page.

To open a category:

- Click on the Landing Page Submenu Category link.



(This is a screenshot displaying a Landing Page)

Tips

- If a Submenu Category appears in gray, the user account currently logged in does not have access to that Category.

Listing Page

After selecting a Submenu Category from the Landing Page you will see the "Listing Page". When going into an area where a Listing Page is available, the Service allows you to select previously entered data to edit or view its content. No data is entered on the Listing Page.

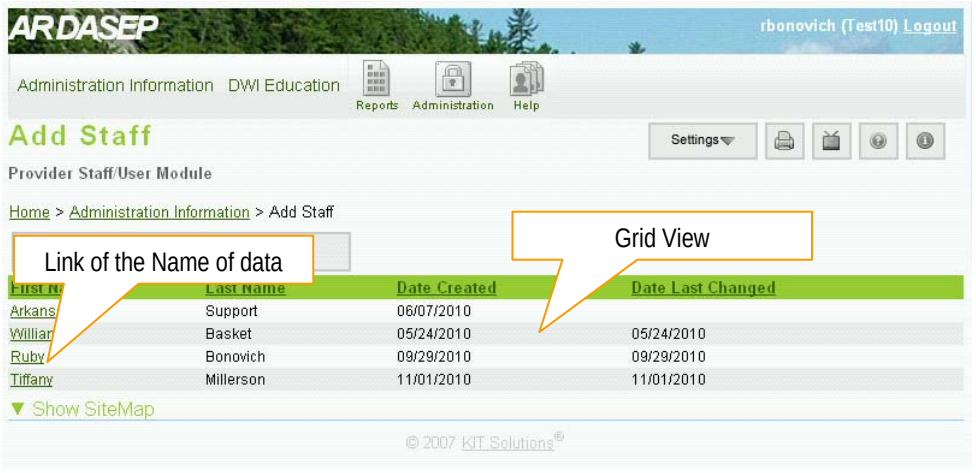
To add information to these forms, click the available **Add/Create** button (the button name will change depending on the Submenu Category name). No data is entered on a Listing Page.

- When viewing a Listing Page, all of the data is available for review.

Grid View:

The Grid View displays the data in tables. Specific pieces of data will be displayed within the Grid based on the fields within the entry/edit form.

1. When first viewing a Listing Page, all of the data is available for Searching. Click the link of the Name of data you would like to edit/view.
2. You will be taken to the Edit Form. This page will be in edit mode (all or most data fields will be open for data entry). (For more information on the Edit Form, see the Edit Forms section.) Make any changes needed to the form. Click the Save (Save) button to save the changes.



(This is a sample screenshot displaying a Listing Page)

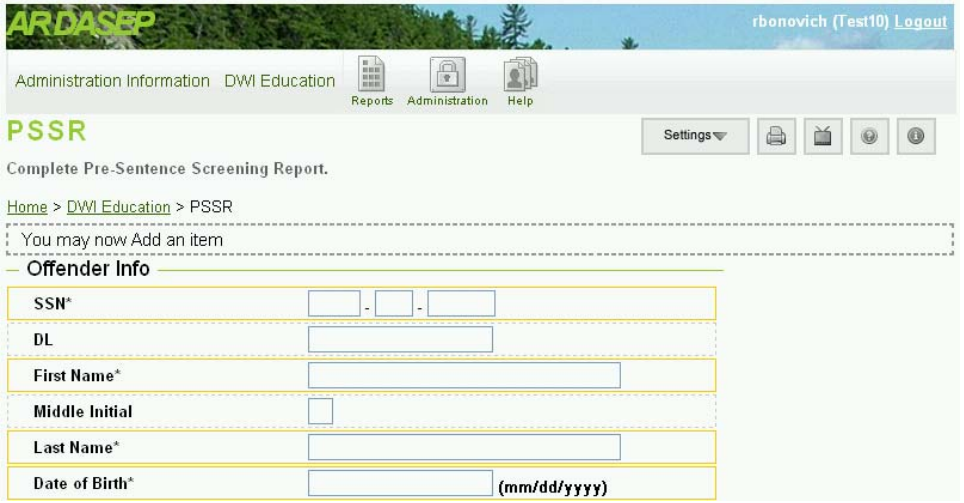
Tips

- If this is the first time entering data, the Listing Page will be empty.
- Clicking on the field name in a Category field (e.g., First Name) will allow you to sort through your files in ascending or descending order.

Edit Forms

The Edit Form contains the fields for entering and editing data. The buttons for saving, canceling, deleting, printing, and in some cases, adding and editing are available. (See the Data Fields and Buttons section for additional details on the function of these buttons.)

- If you clicked the Create (Add/Create) button to enter new information into a form, the Edit Form data fields will be blank.
- When selecting the link to view existing data, the Edit form data fields will display the data entered/selected previously. These fields may be modified, if needed.



(This is a screenshot displaying a blank Edit Form. This is a partial screenshot.)

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Data Fields and Buttons

In the Arkansas KIT Prevention Service (KPS) there are several fields, boxes and buttons that are used to collect and store data.

Type	Preview/Description
Text Field (aka Text Box)	(fill in the blank)
Dropdown List (aka Pull Down Menu)	Please Select (select one)
Radio Buttons	Selected Not Selected
Check Boxes	Selected Not Selected
First Name	A yellow box around a field denotes a required field
Required	Indicates that a required field was missed at the time of saving
	Denotes a Note with more information regarding a field
Default Page	Allows you to select a default page other than the Home page to appear when logging in
Site Map	Displays all of the modules and Submenu Categories of the Arkansas KIT Prevention Service (KPS).
Expand/Collapse buttons	(click to open) (click to close)

It does not matter the order in which the above fields are filled in, but if a required field is not filled in and you try to save the form, you will receive a message informing you what field is missing data and you will not be able to save the form until that field has data.

Tips

- All the fields within a yellow box are required fields. These must have a value entered before the record can be saved.
- You can type an identifying letter of an item in a dropdown list and the first selected option beginning with that letter will appear in the box.

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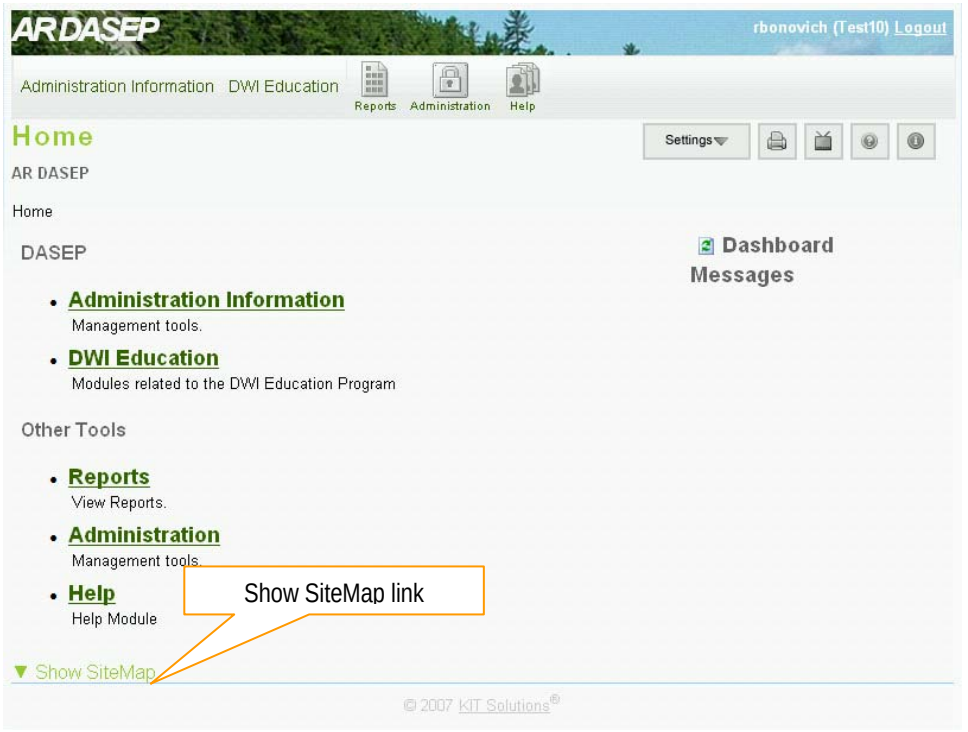
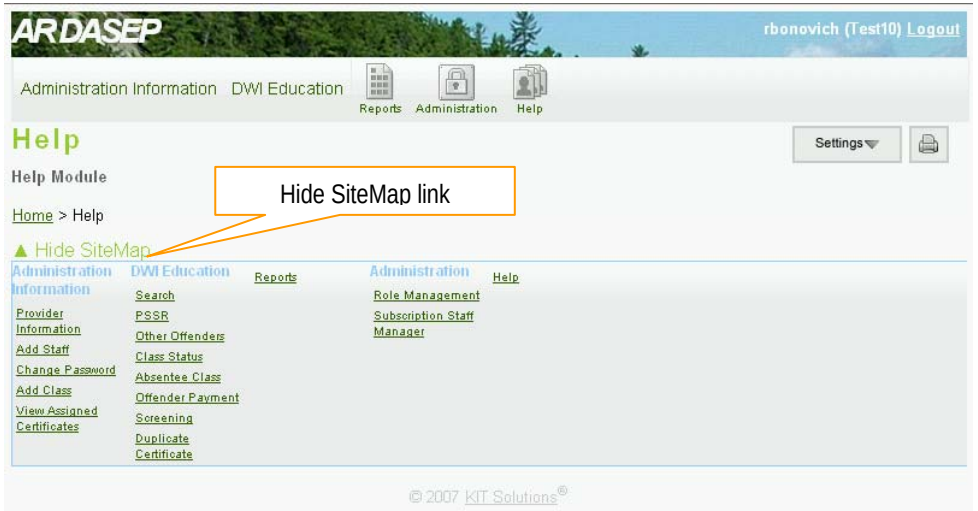
SiteMap

The SiteMap displays a list of the modules and links that are available within the application. If you click on an available link, you are taken directly to the screen.

- To view the SiteMap, click on the link entitled ▼ Show SiteMap (Show SiteMap).



- Once the SiteMap is open, click on the ▲ Hide SiteMap (Hide SiteMap) link to close the table.



(This is a partial screenshot displaying the SiteMap)

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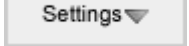
Edit Form Buttons

Information is entered and edited on the computer screen through data entry/edit forms. The table below summarizes the buttons used to enter/edit information.

Create	Opens a new (blank) Edit Form to begin data entry
Save	Adds the information on a form to the Arkansas KIT Prevention Service (KPS) database
Delete	Removes the information currently on a form from the database
Cancel	Cancels the Add or Edit without saving any information entered

Additional Buttons

Each page within the Arkansas KIT Prevention Service (KPS) offers additional help to the user. Click on one of the icons to receive the help needed.

	Prints the information currently on the form.
	Provides the multimedia tutorial videos specific to the Submenu Category
	Provides User Manual help specific to the Submenu Category. Includes step by step instructions for adding, editing and deleting.
	Provides additional information on the Submenu Category with regards to prevention.
	Changes the text size by clicking on the radio button in front of the desired test size. (For more information, see the Settings section)

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Settings

You can alter the size of the text on a form by using the Settings (Settings) option. Clicking on one of the (Radio) button changes the text size from smallest to largest.

Small	Provides the smallest text size
Medium	Provides a medium(default) text size
Large	Provides the largest text size

1. Click the Settings (Settings) button.
2. Select the Text Size by selecting the appropriate radio button.
3. Click the Set (Set) button.

*Note: Click the Cancel (Cancel) button to cancel the settings.

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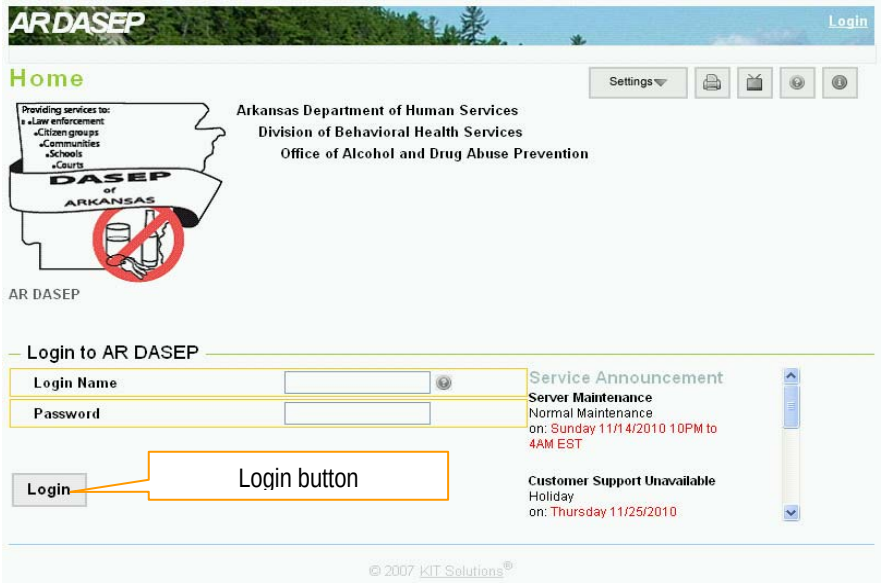
LOGIN PROCEDURE

Connect to the Internet using an Internet browser. In the Address field, type in the following address and press enter:

Live Data:
https://kitservices2.kithost.net/ardasep/

1. Type the login name provided by your acting administrator in the **Login Name** field.
2. Type the password in the **Password** field.
3. Click the Login (**Login**) button.

To log out of the application, click the Logout (**Logout**) link in the upper right hand corner.



(Login Screen)

Tips

- The **Login Name** IS NOT case sensitive.
- The **Password** IS case sensitive.
- You must activate your account prior to your first login. Once you are registered into the application by your system administrator you will receive an email with instructions for activation. If you do not receive the email, please contact your system administrator to make sure your account has been created. To ensure that you receive the email, please add the following domain to your safe list: @kitsolutions.net.
- The Login (**Login**) link in the upper right hand corner of the Login Page will not log you in. You MUST click the Login button.

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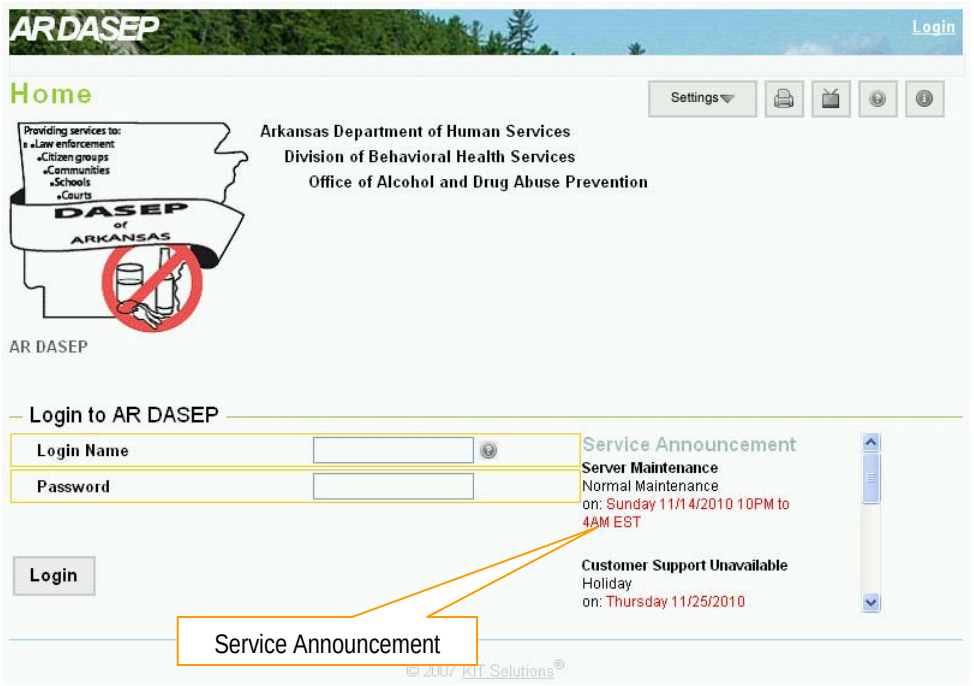
Service Announcement

The Service Announcements that are located on the Login Page are there to notify users that the Service is receiving any necessary server updates. The Service may be down for a short period of time which means you will not be able to log into the Service at that time.

Server Maintenance typically occurs once a month.



Temporary Account

The Temporary Account is a one time account for logging into the Arkansas KIT Prevention Service (KPS) and creating a system administrator (this person will register staff members into the Arkansas KIT Prevention Service (KPS)).

1. Type the 'temporary account' user ID in the **Login Name** field.
2. Type the 'temporary account' password in the **Password** field.
3. Click the Login (**Login**) button.
4. Upon login, you will be required to register yourself as a staff member. This will replace the 'temporary account'. (See Staff for instructions.)
5. Once the new staff account is created, an email notification will be sent to the email address entered on the Staff form. Follow the instructions within the email to activate the new account. (For additional information on activating an account, see the Activating Your Account section.) Upon activating the new account, the 'temporary account' will become deactivated; therefore you can no longer login with the 'temporary account'.

Tips

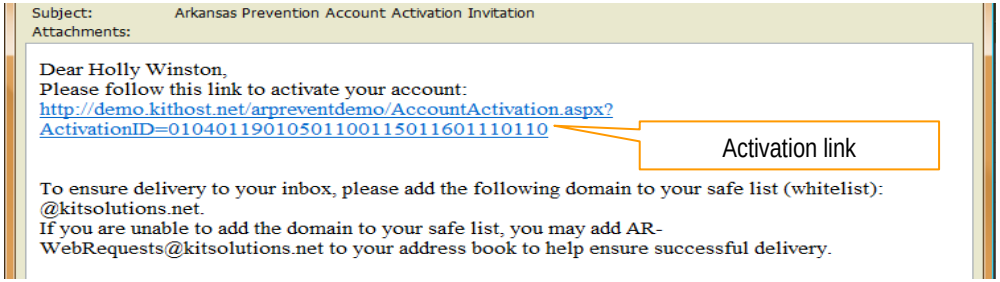
- When logging in using the temporary account you must then create a new account. Clicking the Cancel (**Cancel**) button will log out back out of the service.

Activating Your Account

Your login information is created for you by your System Administrator. When you access Arkansas KIT Prevention Service (KPS) for the first time, you will need to activate your account first.

1. Once you have been informed by your System Administrator that an account was created for you, check your email. You should receive an email with instructions for activation.
2. Click the activation link within the email to activate your account.
3. You should receive a confirmation message indicating your account was activated successfully. Click the **Login** link to log into the Arkansas KIT Prevention Service (KPS).

- Your login information should be provided to you by your System Administrator.


Subject: Arkansas Prevention Account Activation Invitation
Attachments:
Dear Holly Winston,
Please follow this link to activate your account:
http://demo.kithost.net/arpreventdemo/AccountActivation.aspx?
ActivationID=0104011901050110011501160111011O
Activation link
To ensure delivery to your inbox, please add the following domain to your safe list (whitelist):
@kitsolutions.net.
If you are unable to add the domain to your safe list, you may add AR-
WebRequests@kitsolutions.net to your address book to help ensure successful delivery.

(This is a sample screenshot of the activation email.)

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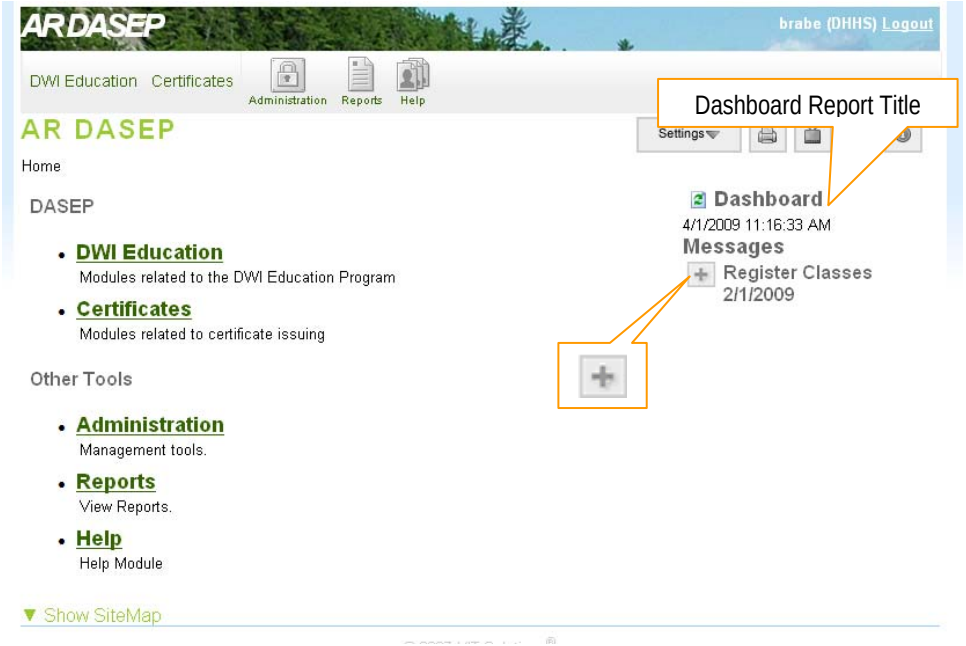
HOME

The Home page is the Arkansas KIT Prevention Service (KPS) entry point and provides the organization with important messages, upcoming events and links to navigate through the system.

Dashboard

The **Dashboard** section displays reports used to relay up-to-date information regarding the organization. Only selected staff members may have access to the Dashboard reports. (For additional information, see the Subscription Staff Manager section.)

- To view a description of an available **Dashboard** report, click on the (plus sign) next to the Report Title. The (plus sign) will become a (minus sign). To close the report description, click on the (minus sign).
- To view a Dashboard report, click the Report Title. The Report Title is a link to open the report. A new will open displaying the report. (For information on printing or saving the report, see the Standard Reports section.)



(This is a partial screenshot of the Home page displaying Dashboard area.)

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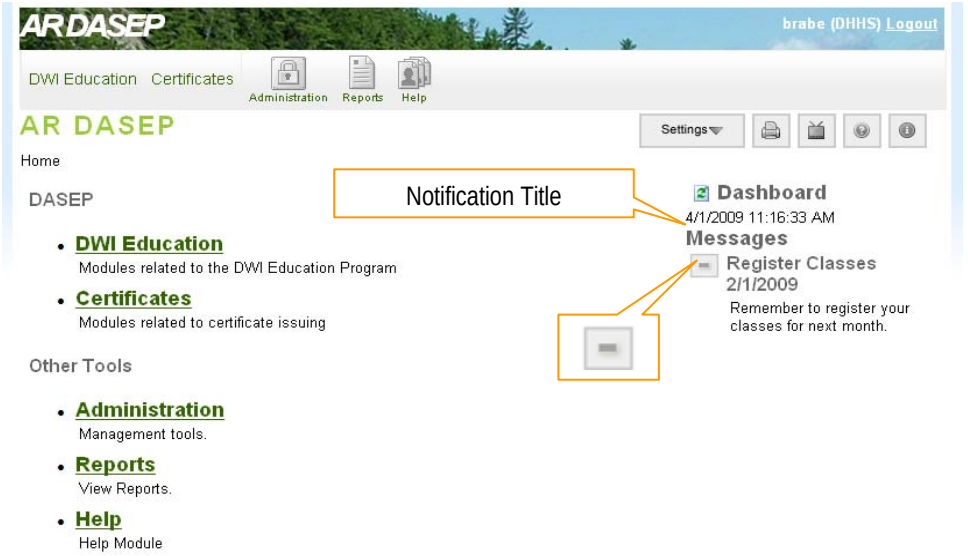
Message and Event Notifications

- To view a Notification, click on the (plus sign) next to the Notification title. The (plus sign) will become a (minus sign). To close the Notification, click on the (minus sign).

- You may also access these Notifications throughout the Service by clicking the associated (expand) button at the top of the screen. The (expand) will become a (collapse) button. To hide the Notification, click on the (collapse) button.

*Note: Notifications displaying on the Home page are entered at the State level.

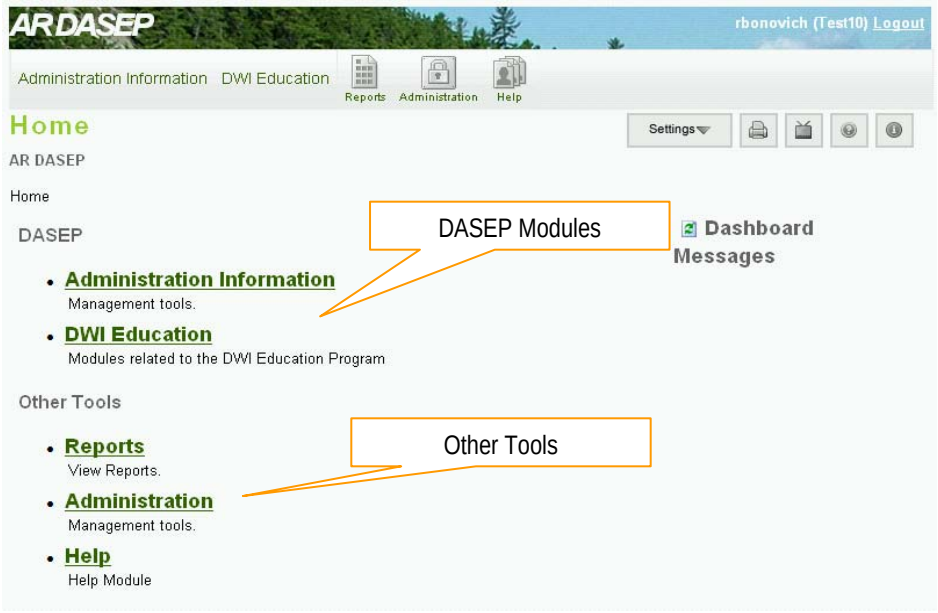


(This is a partial screenshot of the Home page displaying an open Message.)

DASEP Modules and Other Tools

- The DASEP Modules located on the Home page provide users with the best sequence in which to complete their data entry. Start at DWI education and work your way from top to bottom of the Module Steps list to ensure all required data is entered in the proper order.

- The Other Tools section of the Home page provides a collection of helpful modules to assist in the data entry process. Information such as reports, messages and events, and technical support can all be accessed through the Other Tools list.



(This is a partial screenshot of the Home page displaying the DASEP Modules and Other Tools

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areas.)

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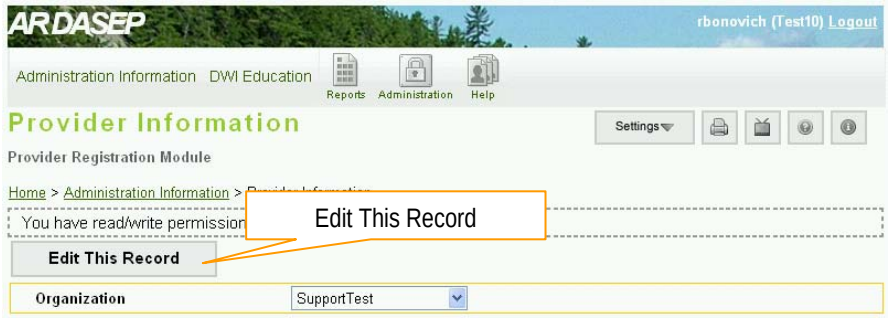
ADMINISTRATION INFORMATION

Provider Information

This module allows you to edit your Provider details.

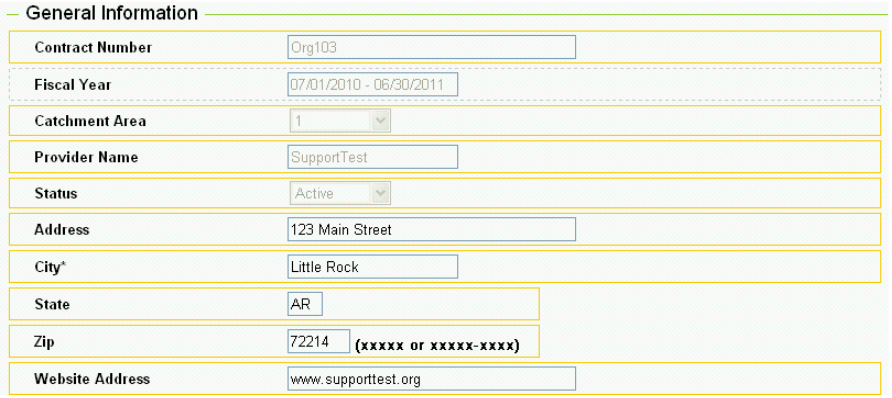
Editing Provider Information

1. Click **Administration Information** from the Menu.
2. Click **Provider Information** from the Administration Information Landing Page.
3. Click the Edit This Record (**Edit This Record**) button.



(This is a partial screenshot of the Provider Information Edit Page.)

4. Select the **Organization** from the dropdown list.
5. The **Contract Number**, **Fiscal Year**, **Catchment Area**, **Provider Name** and **Status** are prefilled for you. These fields cannot be modified.
6. Enter or modify the organization's Address information in the following fields: **Address**, **City**, **State**, and **Zip Code**.
7. Enter or modify the organization's website information in the **Website Address** field.



(This is a partial screenshot of the Provider Information Edit Page.)

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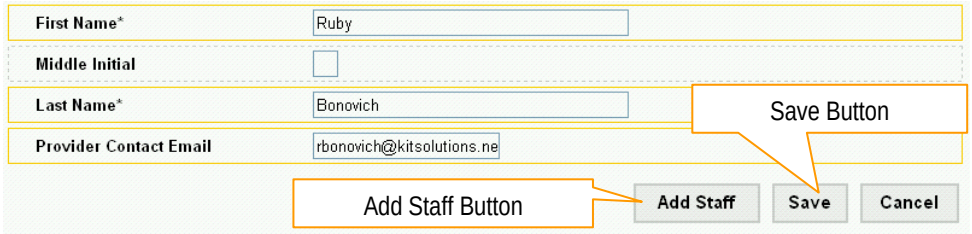
8. Enter or modify the organization's administrator information in the following fields: **First Name**, Middle Initial, **Last Name** and **Provider Contact Email**.
9. Click Save (**Save**) button when you have finished.

*Note: Click Cancel (**Cancel**) if you wish to cancel the changes. Click Add Staff (**Add Staff**) if you wish to Add Staff.



(This is a partial screenshot of the Provider Information Edit Page.)

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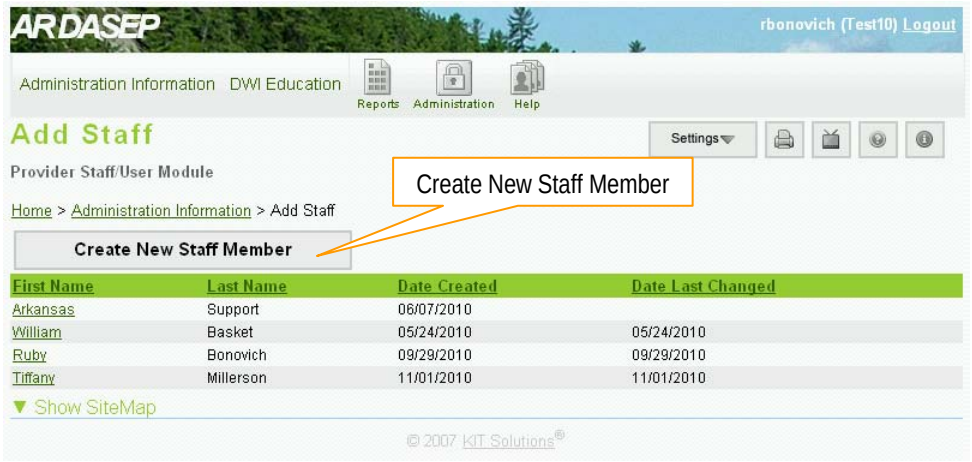
Add Staff

The Add Staff module is designed to register any staff members that should have access to the data entered within the application.

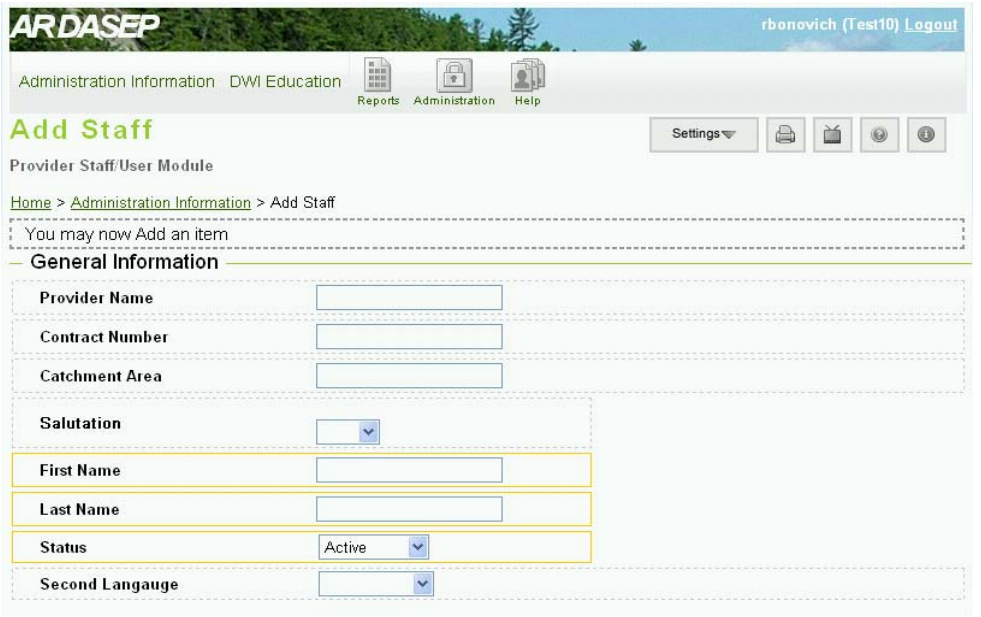
Creating a New Staff Member

1. Click **Administration Information** from the Menu.
2. Click **Add Staff** from Administration Information Landing Page.
3. Click the Create New Staff Member (**Create New Staff Member**) button.



(This is a sample screenshot of the Staff Listing Page.)

4. Enter the staff member's **General Information**.
    a. **Provider Name**, **Contract Number** and **Catchment Area** will be filled in for you.
    b. Select the staff member's salutation from the **Salutation** dropdown list.
    c. Enter the staff member's **First Name*** in the text field.
    d. Enter the staff member's **Last Name*** in the text field.
    e. The **Status*** is defaulted to *Active*.
        i. *Active*: the staff member is currently with your organization (can be viewed on other screens and reports).
        ii. *Inactive*: the staff member is no longer with your organization (will no longer appear on other screens and reports).
    f. Select the staff member's **Second Language** from the dropdown list, if desired.



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(This is a screenshot displaying the General Information fields on the Add Staff Edit Form.)

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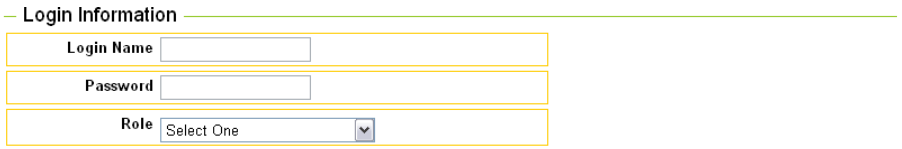
5. Enter the staff member's **Login Information**.
    a. The **Login Name*** will be the login name used by the staff member.
    b. The **Password*** field is where a temporary password is created for the staff member and can be any combination of alpha or numeric characters. This password will be used along with the Login Name to log into the Arkansas DESAP. Once a user logs in, they can use the Change Password module to change the password to one of their liking.
    c. Select the staff member's role from the **Role*** drop down list.
    *Note: For information on creating Roles see the Role Management section of the manual.

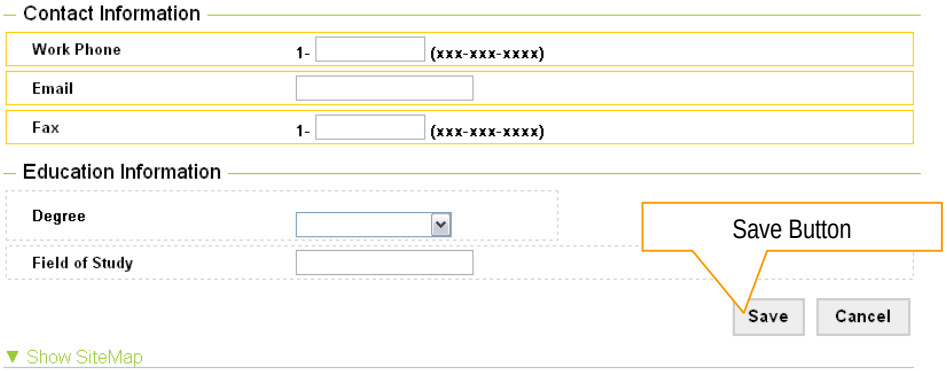


(This is a screenshot displaying the Login Information fields on the Add Staff Edit Form.)

Tips

- Passwords can be any combination of letters, numbers, and/or characters.
- Passwords are case sensitive.

6. Enter the staff member's **Contact Information**.
    a. Enter the staff member's **Work Phone*** in the text box.
    b. Enter the staff member's email address in the **Email*** field.
    *Note: This must be a valid email address because the Staff member will be emailed once the account has been created to validate the account before logging in for the first time. (For additional details, see the Activating Your Account section.)
    c. Reenter the staff member's email address in the **Confirm Email*** field.
7. Enter any additional optional fields (Education Information) you have, if desired.
8. Click Save (**Save**) button when you have finished.



(This is a screenshot displaying the Contact and Education Information fields on the Add Staff Edit Form.)

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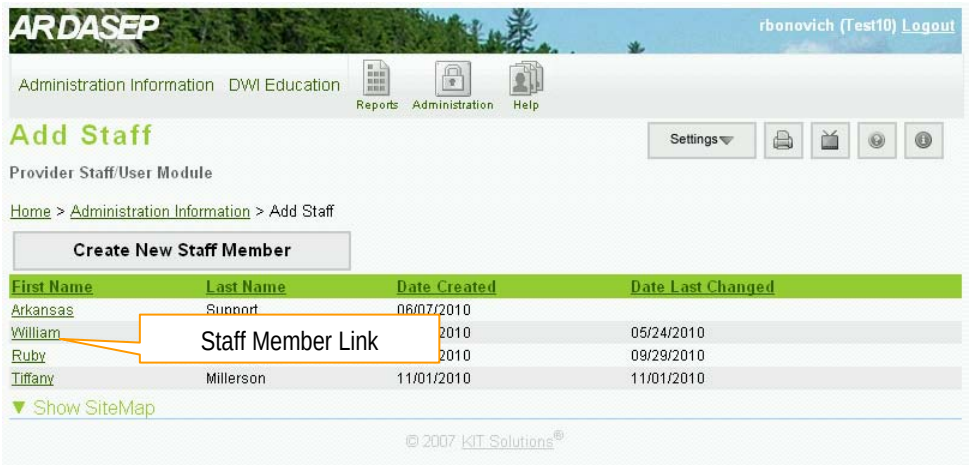
Editing Staff Information

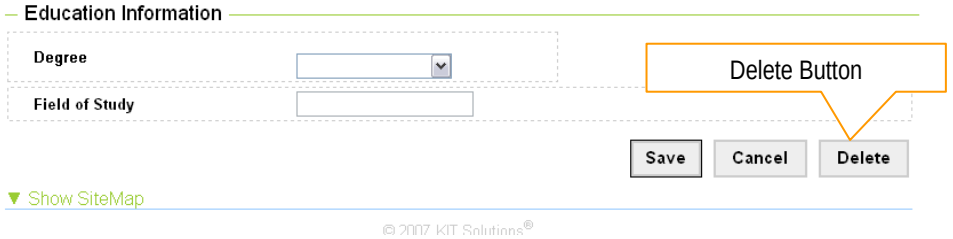
1. From the Add Staff Listing Page, click the Staff Member First Name link from the grid.
2. The Staff Member will display in edit mode.
3. Make any changes needed to the form.
4. Click the Save (Save) button when you have finished.
   *Note: To exit the screen without saving any of the details, click the Cancel (Cancel) button.



(This is a sample screenshot of the Staff Listing Page.)

Deleting a Staff Member

1. From the Add Staff Listing Page, click the Staff Member First Name link from the grid.
2. The Staff Member will display in edit mode.
3. Click the Delete (Delete) at the bottom of the form.
   *Note: To exit the confirmation without deleting any of the details, click the Cancel (Cancel) button.
   a. You will receive a confirmation message indicating the Staff Member was deleted successfully.
4. Click the OK (OK) button to confirm the change.



(This is a partial screenshot of the Staff Edit Form displaying the Delete button.)

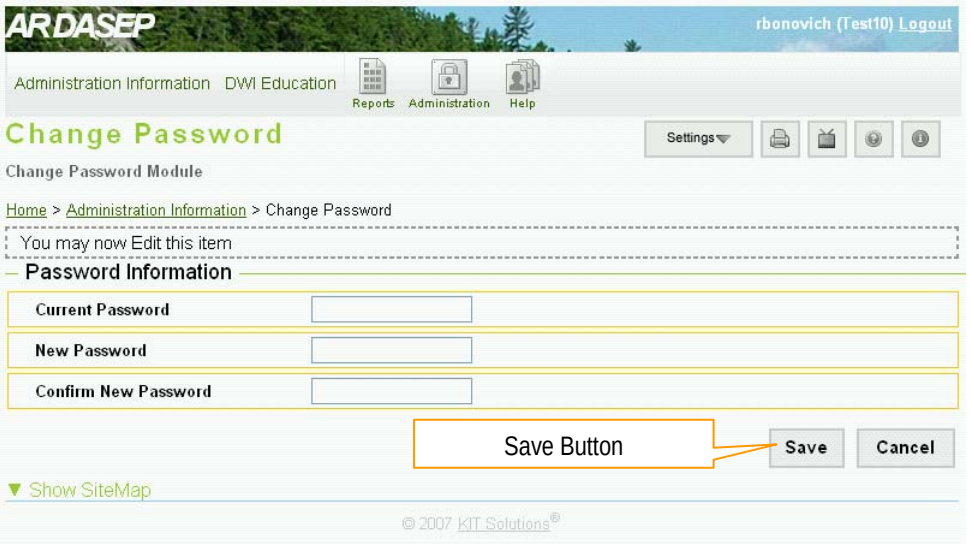
Tips

- When a staff member leaves your organization you will not be able to delete the staff member. In these instances, change the Status* to *Inactive* to remove their name from forms and prevent the staff member from entering the application.
- Setting the Status* to *Inactive* is used to keep the staff members in the database for history purposes but removed from all of the staff lists on the Edit Forms.

Change Password

The Change Password module allows a user to change the password on the account they are currently logged in with.

1. Click the **Administrative** from the Menu.
2. Click **Change Password** from the Administrative Landing Page
3. Enter the current password into the **Current Password** field.
4. Enter a password you would like to use in the **New Password** field.
5. Retype the password in the **Confirm New Password** field.
6. Click Save (**Save**) button when you have finished.
    a. You will receive a confirmation message indicating the password was changed successfully.



(This is a screenshot of the Change Password Edit Form.)

Tips

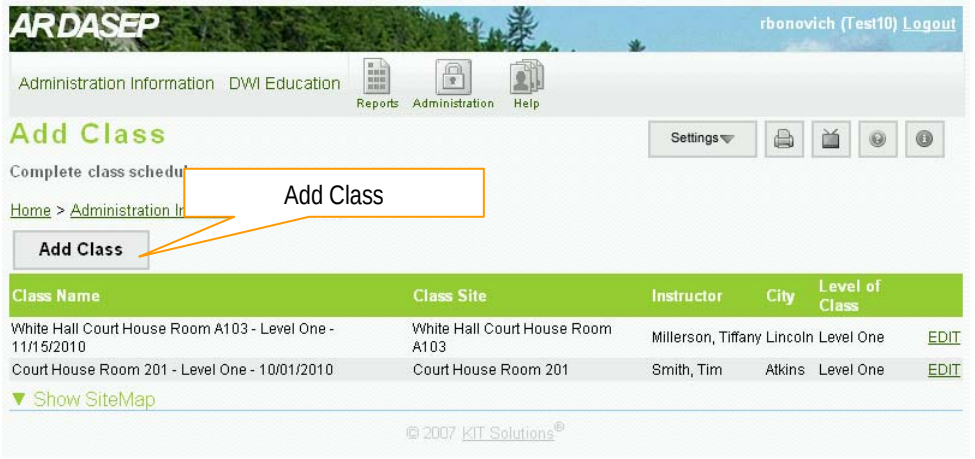
- It is important to remember that passwords are case sensitive.
- Passwords can be any combination of letters, numbers and/or characters.
- Passwords do not expire.

Add Class

This module is used to enter client class registration.

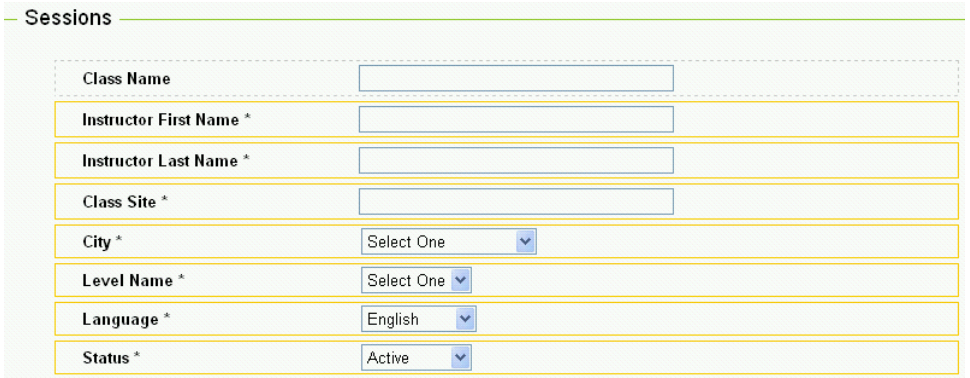
New Class Registration

1. Click **Administration Information** from the Menu.
2. Click **Add Class** from the Administration Information Landing Page.
3. Click the Add Class (**Add Class**) button.



(This is a sample screenshot of the Add Class Listing Page.)

4. Enter the instructor's first name into the **Instructor First Name*** field.
5. Enter the instructor's last name into the **Instructor Last Name*** field.
6. Enter a class site into the **Class Site*** field.
7. Select the city from the **City*** dropdown list.
8. Select the level from the **Level Name*** dropdown list.
9. Select the language from the **Language*** dropdown list.
10. The **Status*** is defaulted to *Active*.
    a. *Active*: the class is in session
    b. *Inactive*: the class is no longer in session



(This is a partial screenshot of the Add Class Edit Page.)

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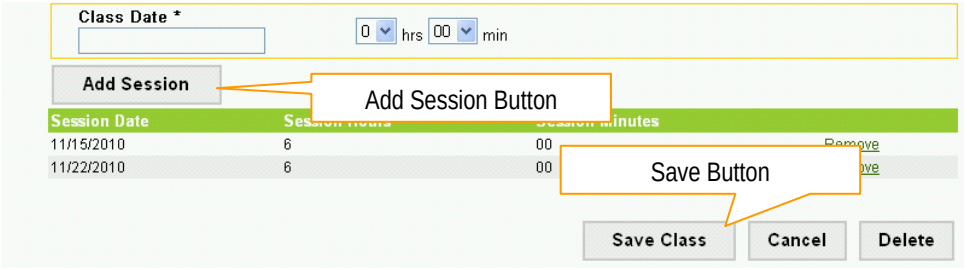
11. Enter session information for this class:
    a. Enter the **Class Date*** in the following format: mm/dd/yyyy
    b. Select the class time using the available dropdown lists for hours and minutes.
    c. Click the Add Session (**Add Session**) button.
12. Click the Save (**Save Class**) button when you have finished.



(This is a partial screenshot of the Class Registration Edit Page.)

Tips

- Once you save the class, the Class Name field will automatically populate based on Class Site – Level – Begin Date.
- Session Hours must have a minimum of 12 hours in order to save the class.

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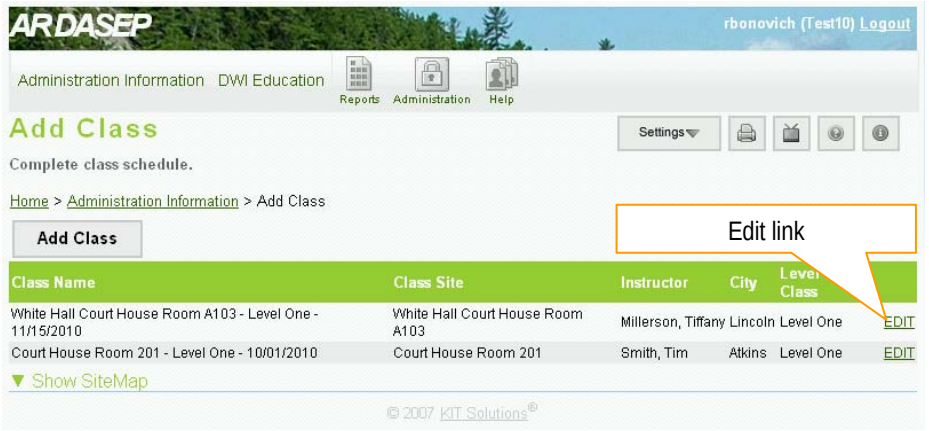
Editing Class Information

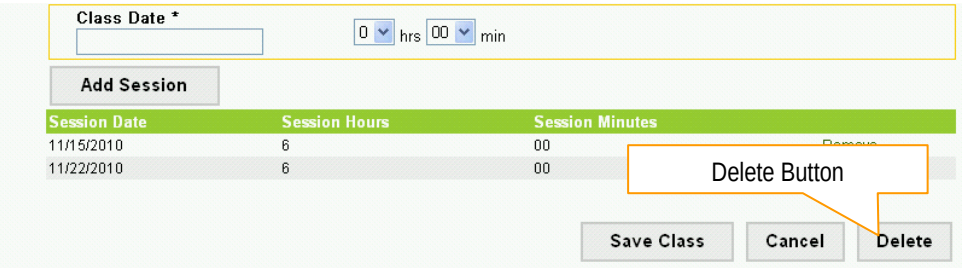
1. From the Add Class Listing Page, click the **Edit** link next to the class you wish to make edits to.
2. The class information will display in edit mode.
3. Make any changes needed to the form.
4. Click the Save (Save Class) button when you have finished.
   *Note: To exit the screen without saving any of the details, click the Cancel (Cancel) button.



(This is a sample screenshot of the Add Class Listing Page.)

Deleting Class Information

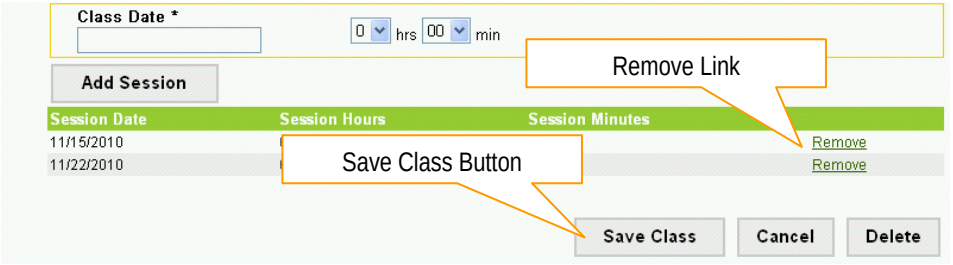
1. From the Add Class Listing Page, click the Edit link next to the class you wish to delete.
2. The class information will display in edit mode.
3. Click the Delete (Delete) at the bottom of the form.
   *Note: To exit the confirmation without deleting any of the details, click the Cancel (Cancel) button.
   a. You will receive a confirmation message indicating the Participant was deleted successfully.
   b. Click the OK (OK) button to confirm the change.



(This is a sample screenshot of the Add Class Edit Form displaying the Delete button. This is a partial screenshot.)

Deleting Individual Sessions

1. From the Add Class Listing Page, click the Edit link next to the class you wish to make edits to.
2. The class information will display in edit mode.
3. Click the **Remove** link next the individual session you wish to remove.
   *Note: You will not receive a delete warning or confirmation when removing sessions.
4. Click the Save (**Save Class**) button when you have finished.



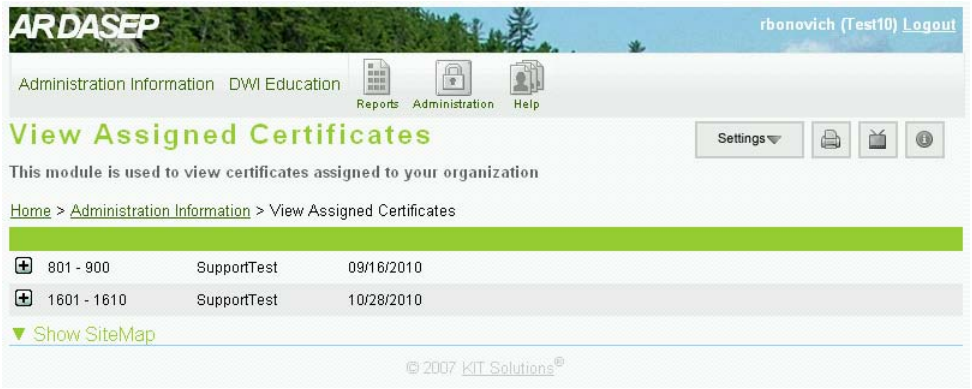
(This is a sample screenshot of the Add Class Edit Form displaying the Remove Link. This is a partial screenshot.)

View Assigned Certificates

This module is used to view certificates assigned to your organization.

Viewing Certificates

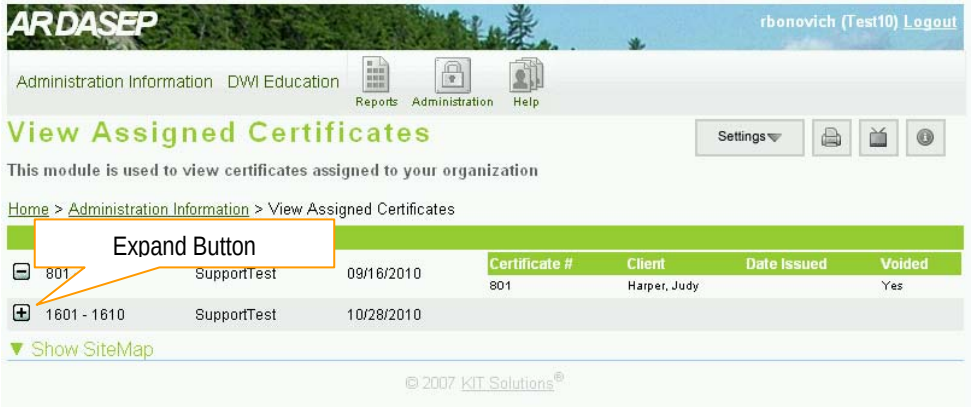
1. Click **Administration Information** from the Menu.
2. Click **View Assigned Certificates** from Administration Information Landing Page.



(This is a sample screenshot of the View Assigned Certificates Listing Page.)

3. From the View Assigned Certificates Listing Page, click the ⊞ (Expand) button next to the Certificate Numbers from the grid to show details for the assigned certificates.

*Note: To hide details of the Assigned Certificates click the ⊟ (Collapse) button next to the Certificate Numbers.



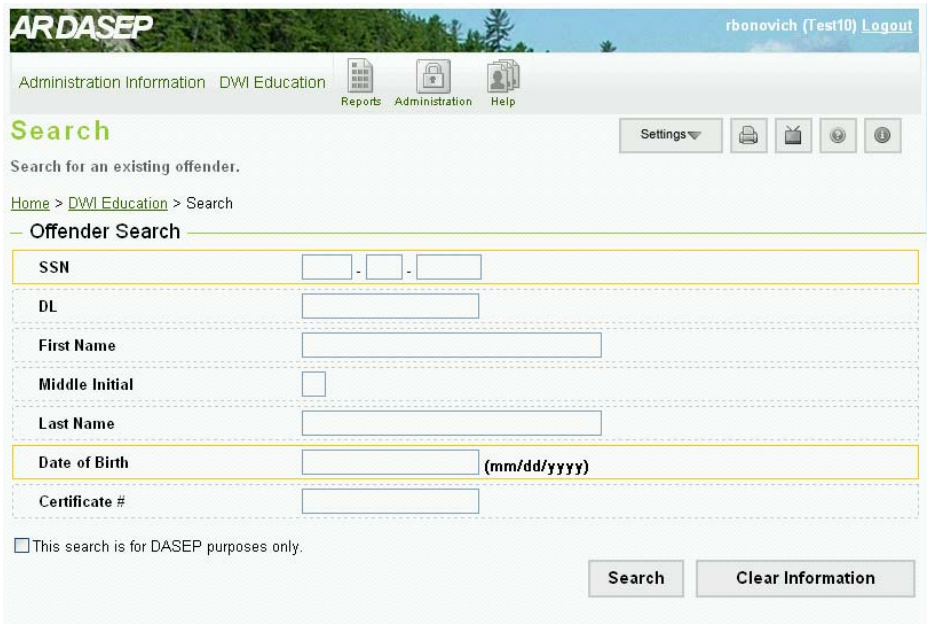
(This is a sample screenshot of the View Assigned Certificates Listing Page.)

Search

This module is used to search for an existing offender.

Offender Search

1. Click **DWI Education** from the Menu.
2. Click **Search** from DWI Education Landing Page.



(This is a sample screenshot of the Search Listing Page.)

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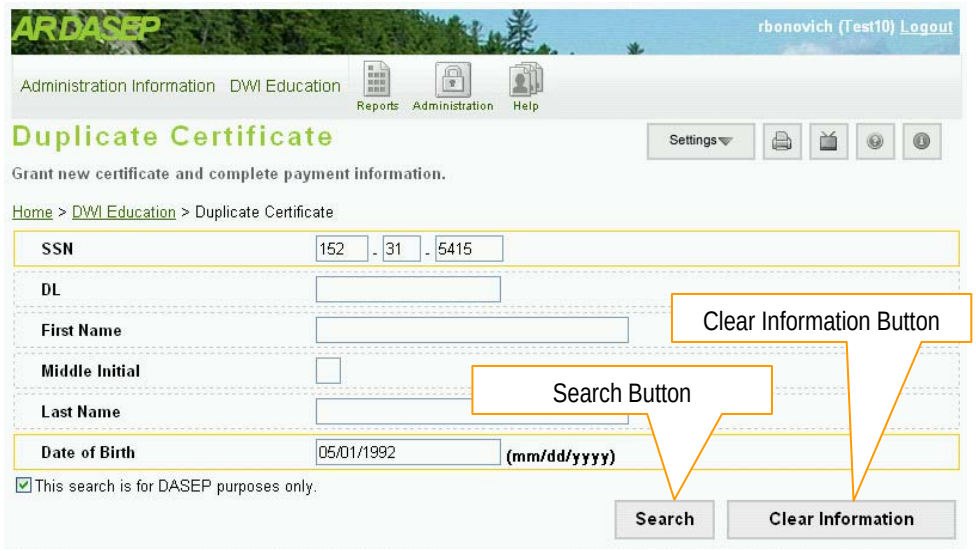
3. Enter the offender's social security number into the SSN* field.
4. Enter the offender's driver's license into the DL field.
5. Enter the offender's first name into the First Name field.
6. Enter the offender's middle initial into the Middle Initial field.
7. Enter the offender's last name into the Last Name field.
8. Enter the offender's date of birth into the Date of Birth* field.
9. Enter the offender's certificate number into the Certificate # field.
10. Click the checkbox that states, "This search is for DASEP purposes only."
11. Click the Search (Search) button.
    *Note: Clicking the Clear Information (Clear Information) button will clear the text of all of the fields.



(This is a sample screenshot of the Search Edit Page.)

12. A grid will appear displaying the offender that matches that the criteria you entered.
13. Click the View PSSR (View PSSR) link to view the PSSR that has been entered for the offender.
14. Click the Add New PSSR (Add New PSSR) button to add a new PSSR for the offender that is displaying in the grid.
15. If the offender listed in the grid is not the correct offender, click the Enter New PSSR (Enter New PSSR) button.

First Name MI Last Name DOB Provider Currently Enrolled Arrest Date Most Recent PSSR
Mike Lyle 05/01/1992
View PSSR
Add New PSSR
Enter New PSSR Button
Not the correct offender?
Enter New PSSR
Add New PSSR Button
Show SiteMap
© 2007 KIT Solutions®

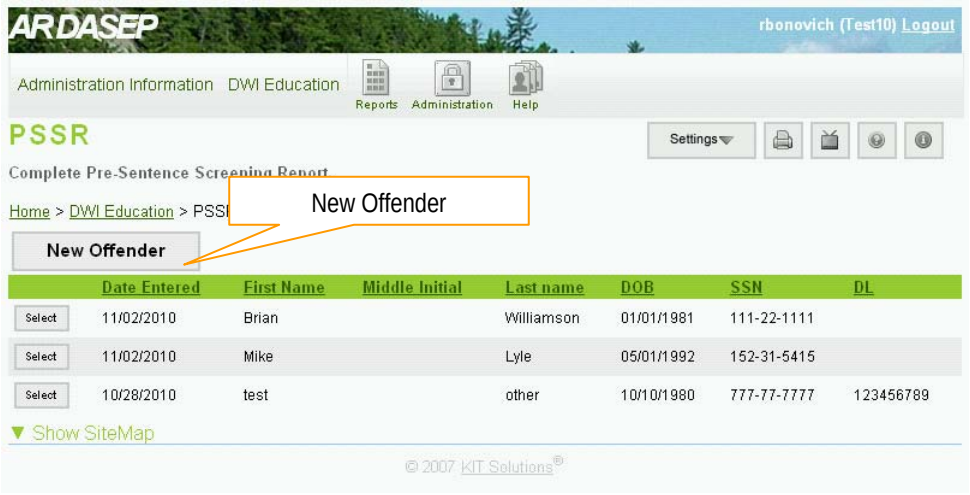
(This is a partial screenshot of the Search Edit Page.)

PSSR

This module is used to enter a complete Pre-sentence screening.

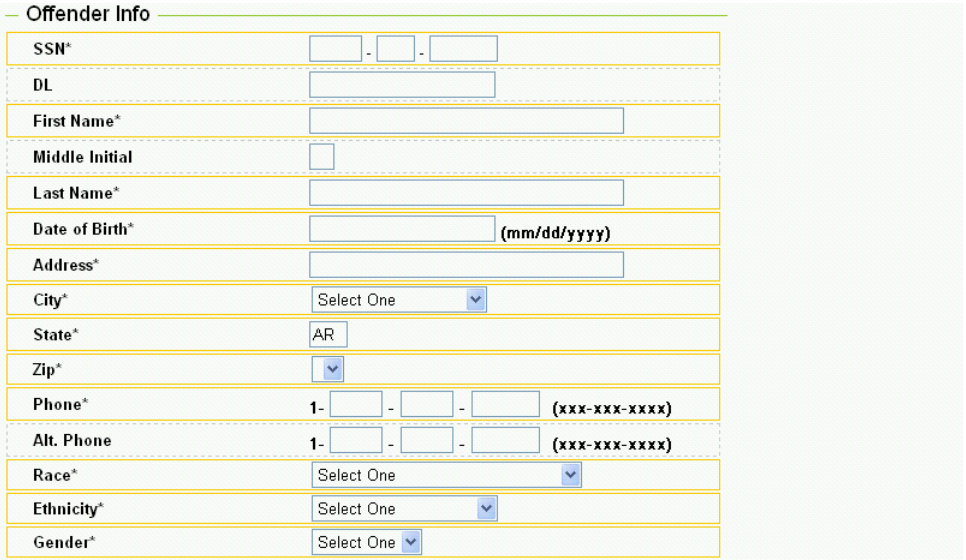
New Offender

1. Click **DWI Education** from the Menu.
2. Click **PSSR** from the DWI Education Landing Page.
3. Click the (**New Offender**) button.



(This is a sample screenshot of the PSSR Listing Page.)

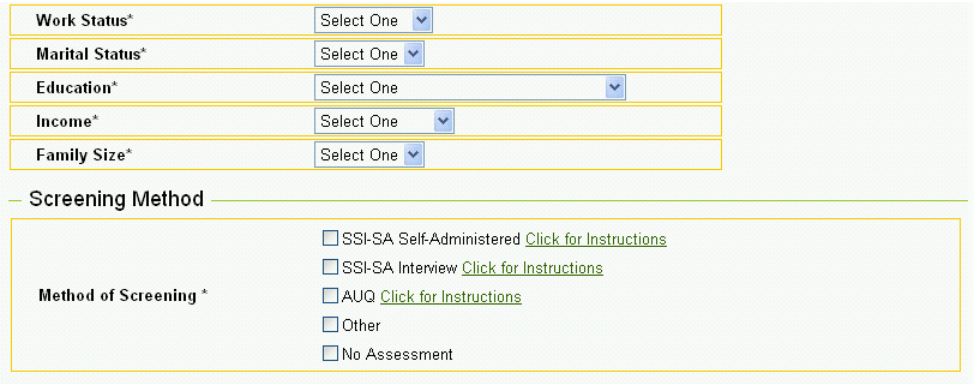
4. Enter the **Offender Information**.
   a. Enter the offender's Social Security Number in the **SSN*** field.
   b. Enter the offender's Driver's License in the **DL** field.
   c. Enter the offender's **Date of Birth*** in the following format: mm/dd/yyyy
   d. Enter the offender's name in the **First Name***, **Middle Initial** and **Last Name*** fields.
   e. Enter the offender's Address information in the following fields: **Address***, **City***, **State***, and **Zip Code***.
   f. Enter the offender's phone number in the **Phone*** field.
   g. If the offender has an alternative phone number, enter it in the **Alt. Phone** field.
   h. Select the offender's race from the **Race** *dropdown list.
   i. Select the offender's ethnicity from the **Ethnicity*** dropdown list.
   j. Select the offender's gender from the **Gender*** dropdown list.



(This is a partial screenshot displaying the PSSR Edit Form.)

k. Select the offender's work status from the **Work Status*** dropdown list.
l. Select the offender's marital status from the **Marital Status*** dropdown list.
m. Select the offender's Education from the **Education*** dropdown list.
n. Select the offender's Income from the **Income*** dropdown list.
o. Select the offender's Family Size from the **Family Size*** dropdown list.

5. Use the check boxes to select the appropriate **Method of Screening***.

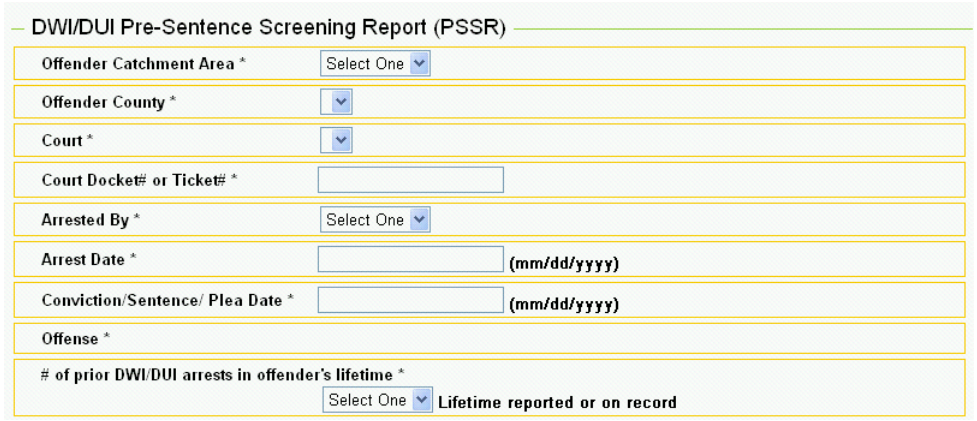


(This is a partial screenshot of the PSSR Edit Form.)

Tips

- To view instructions on the Screening Methods, click the link, Click for Instructions (**Click for Instructions**) next to the **Method of Screening*** you wish to view instructions for. A new window will appear with instructions for the screening method you selected.

6. Enter the **DWI/DUI Pre-Sentence Screening Report (PSSR)**.
   a. Select the **Offender Catchment Area*** from the dropdown list.
   b. Select the **Offender County*** from the dropdown list.
   c. Select the **Court*** from the dropdown list.
   d. Enter in the **Court Docket# or Ticket#*** in the text field.
   e. Select who the client was arrested by in the **Arrested By*** dropdown list.
   f. Enter the **Arrest Date*** in the following format: mm/dd/yyyy
   g. Enter the **Conviction/Sentence/Plea Date*** in the following format: mm/dd/yyyy
   h. Select the **Offense*** from the available radio buttons.
   i. Select the **# of prior DWI/DUI arrests in offender's lifetime*** from the dropdown list.


DWI/DUI Pre-Sentence Screening Report (PSSR)
Offender Catchment Area * Select One
Offender County *
Court *
Court Docket# or Ticket# *
Arrested By * Select One
Arrest Date * (mm/dd/yyyy)
Conviction/Sentence/ Plea Date * (mm/dd/yyyy)
Offense *
# of prior DWI/DUI arrests in offender's lifetime *
Select One Lifetime reported or on record

(This is a partial screenshot of the PSSR Edit Form.)

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j. Select the Has offender completed state approval alcohol education or treatment in last 5 years* from the dropdown list .

k. Select the B.A.C.* (Blood Alcohol Content) from the available radio buttons.
Enter any Notes on diagnostic testing, prior education/treatment, and interview* in to the available text box.

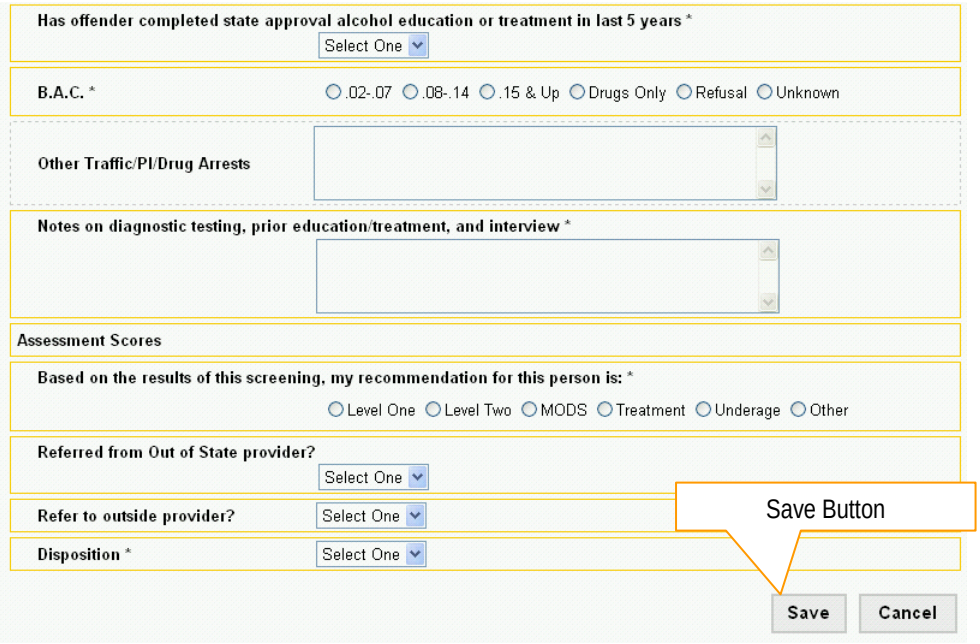
l. Select a Recommendation based on the results of this screening* from the available radio buttons.

m. Select the Referred from Out of State provider* from the dropdown list.

n. Select the Refer to outside provider?* from the dropdown list.

o. Select the Disposition* from the dropdown list.

7. Click the Save (Save) button when you have finished.



(This is a partial screenshot of the PSSR Edit Form.)

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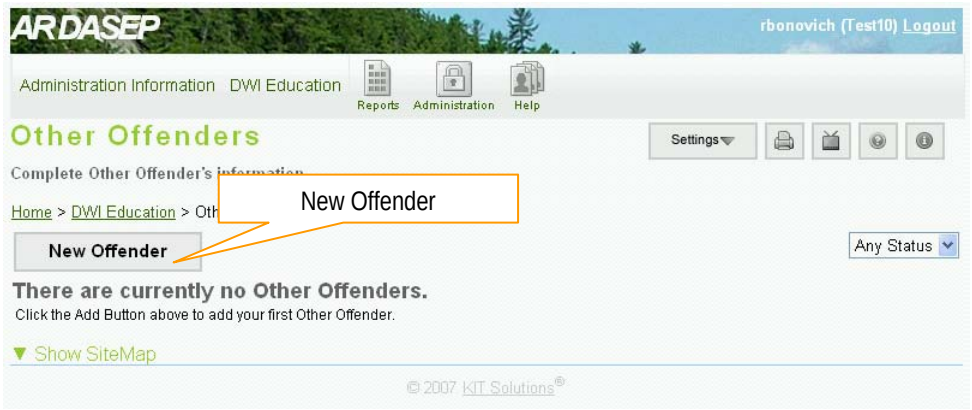
Other Offenders

This module is used to enter Other Offenders Information.

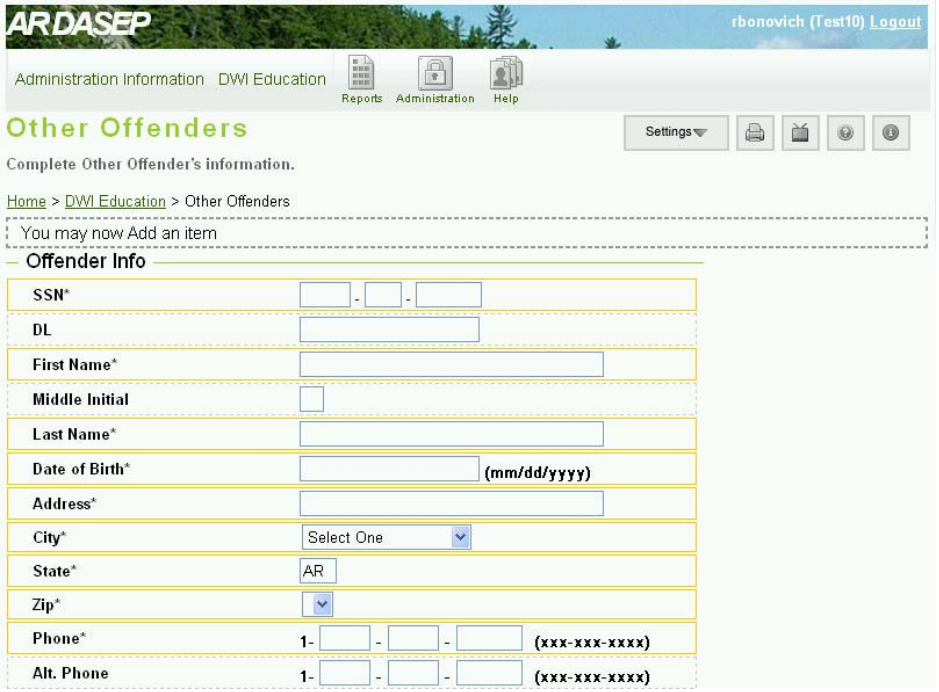
New Offender

1. Click **DWI Education** from the Menu.
2. Click **Other Offenders** from the DWI Education Landing Page.
3. Click the New Offender (**New Offender**) button.



(This is a sample screenshot of the Other Offenders Listing Page.)

4. Enter the Offender Information.
    a. Enter the offender's Social Security Number in the SSN* field.
    b. Enter the offender's Driver's License in the DL field.
    c. Enter the offender's Date of Birth* in the following format: mm/dd/yyyy
    d. Enter the offender's name in the First Name*, Middle Initial and Last Name* fields.
    e. Enter the offender's Address information in the following fields: Address*, City*, State*, and Zip Code*.
    f. Enter the offender's phone number in the Phone* field.
    g. If the offender has an alternative phone number, enter it in the Alt. Phone field.



(This is a sample screenshot of the Other Offenders Edit Page.)

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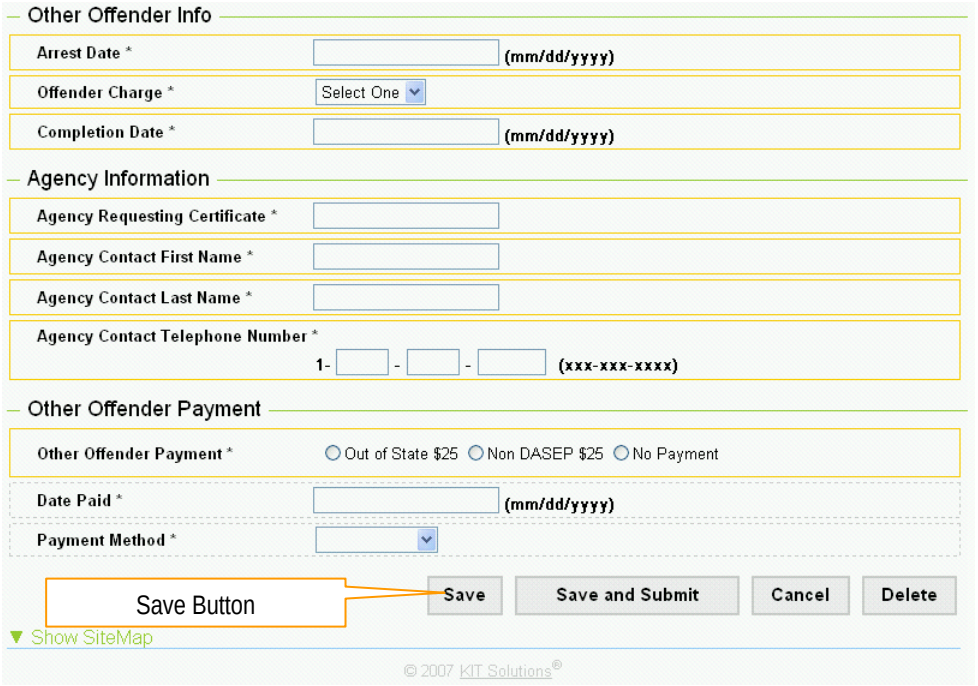
5. Enter the **Other Offender Information**.
    a. Enter the **Arrest Date*** in the following format: mm/dd/yyyy.
    b. Select the **Offender Charge*** from the dropdown list.
    c. Enter the **Completion Date*** in the following format: mm/dd/yyyy.
6. Enter the **Agency Information**.
    a. Enter the Agency that is requesting the Certificate in the **Agency Requesting Certificate*** field.
    b. Enter the Agency's contact first name in the **Agency Contact First Name*** field.
    c. Enter the Agency's contact last name in the **Agency Contact Last Name*** field.
    d. Enter the Agency's telephone number in the **Agency Contact Telephone Number*** field.
7. Enter the Other Offender Payment.
    a. Select the Payment using the **Other Offender Payment*** radio buttons.
    b. Enter the **Date Paid** in the following format: mm/dd/yyyy.
    c. Select the **Payment Method** from the dropdown list.
8. Click the Save (**Save**) button when you have finished.



(This is a partial screenshot of the Other Offender Edit Page.)

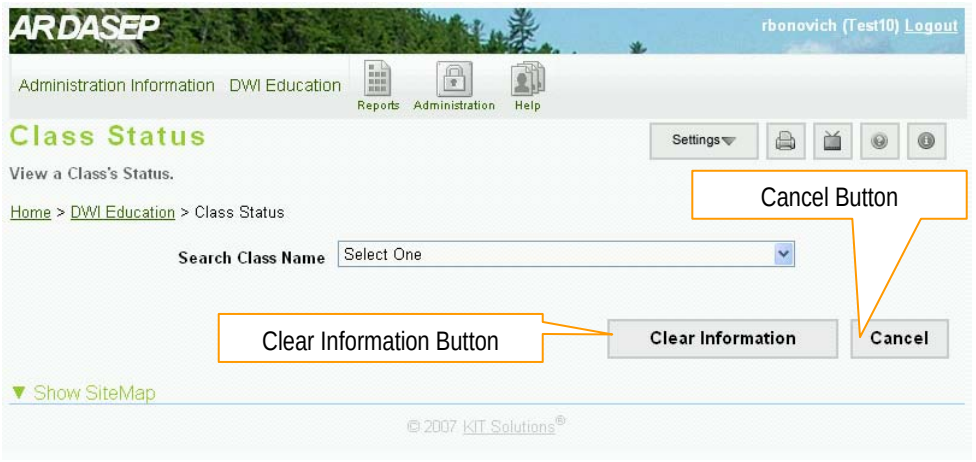
Class Status

This module is to view a class's status.

Search Class

1. Click **DWI Education** from the Menu.
2. Click **Class Status** from the DWI Education Landing Page.
3. Select the Class Name from the **Search Class Name** dropdown list.

*Note: Clicking the Clear Information (**Clear Information**) button will clear the text of all of the fields. Clicking the Cancel (**Cancel**) button will take you back to the DWI Education Landing Page.



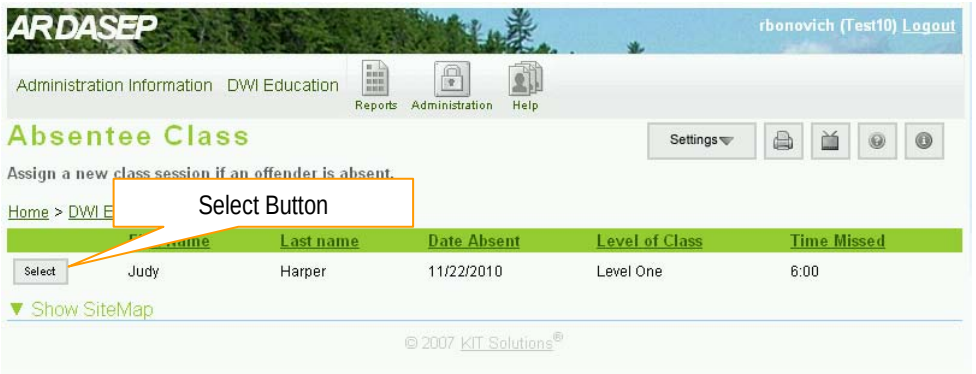
(This is a sample screenshot of the Class Status Listing Page.)

Absentee Class

This module is to assign a new class session if an offender is absent.

Search Class

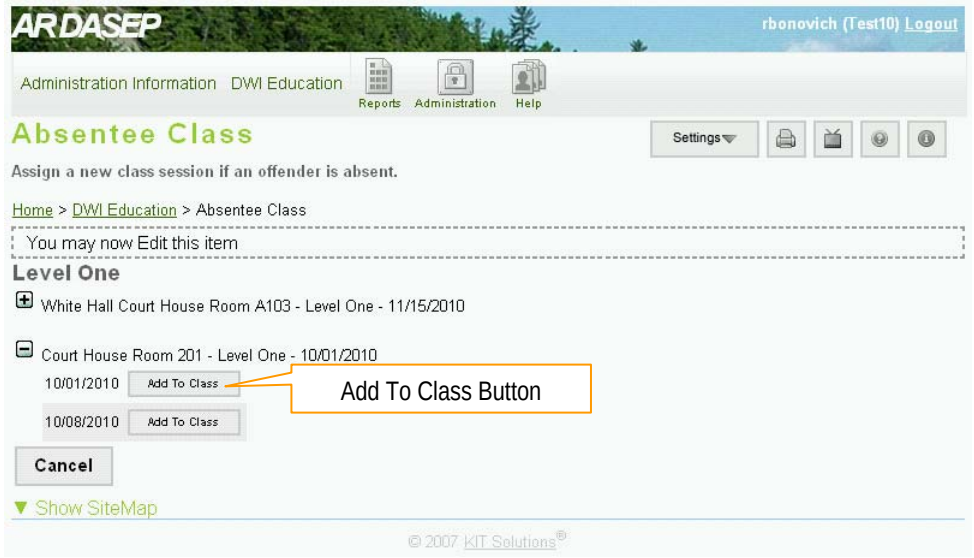
1. Click **DWI Education** from the Menu.
2. Click **Absentee Class** from the DWI Education Landing Page.
3. A grid will appear displaying a list of offenders that have been absent from a class.
4. Click on the Select (**Select**) button next to the offender you wish to assign a new class to.



(This is a sample screenshot of the Absentee Class Listing Page.)

5. Click the ⊞ (**Expand**) button next to the Class Name from the grid to show details for the class.
6. Select Add To Class (**Add to Class**) next to the date you would like to have the offender attend.

*Note: To hide details of the Classes click the ⊟ (Collapse) button next to the Class.



(This is a sample screenshot of the Absentee Class Listing Page.)

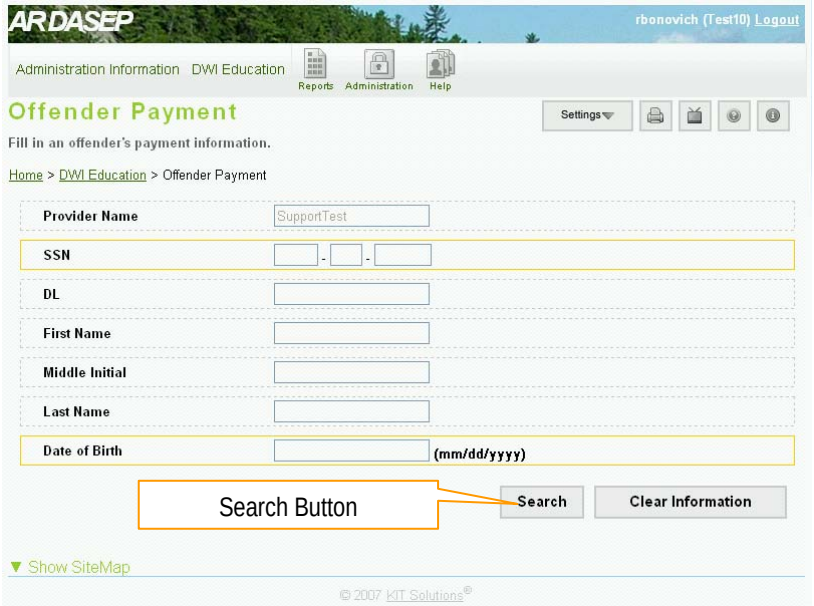
Offender Payment

This module is used to enter an offender's payment information.

Offender Payment

1. Click **DWI Education** from the Menu.
2. Click **Offender Payment** from the DWI Education Landing Page.
3. The **Provider Name** will be pre-populated for you based on your organization's name.
4. Enter the offender's social security number into the **SSN*** field.
5. Enter the offender's driver's license into the **DL** field.
6. Enter the offender's first name into the **First Name** field.
7. Enter the offender's middle initial into the **Middle Initial** field.
8. Enter the offender's last name into the **Last Name** field.
9. Enter the offender's date of birth into the **Date of Birth*** field.
10. Click the Search (**Search**) button.

*Note: Clicking the Clear Information (**Clear Information**) button will clear the text of all of the fields.



(This is a sample screenshot of the Absentee Class Listing Page.)

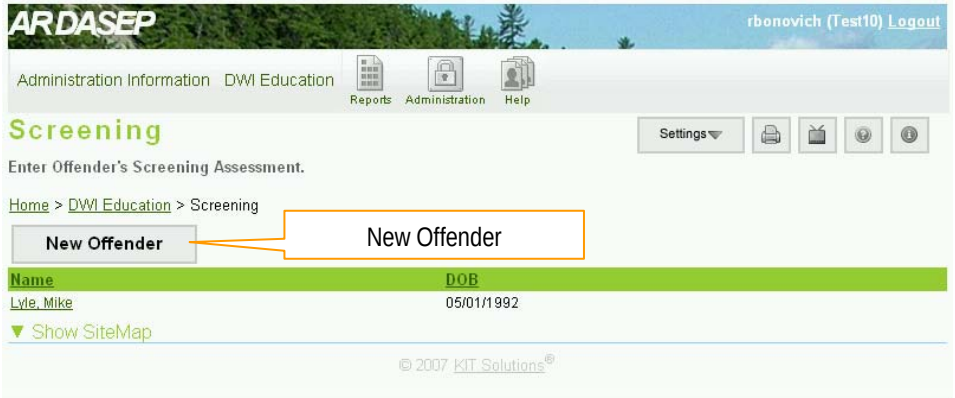
Screening

This module is used to enter Offender's Screening Assessment.

New Offender

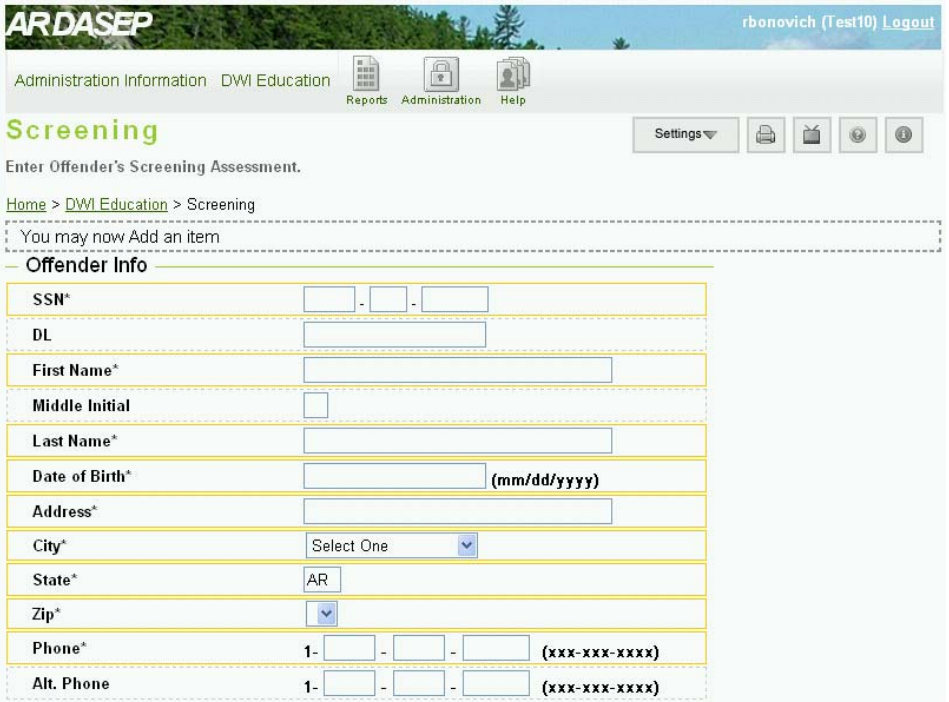
1. Click **DWI Education** from the Menu.
2. Click **Screening** from DWI Education Landing Page.
3. Click

(**New Offender**) button.



(This is a sample screenshot of the Screening Listing Page.)

4. Enter the **Offender Information**.
    a. Enter the offender's Social Security Number in the **SSN*** field.
    b. Enter the offender's Driver's License in the **DL** field.
    c. Enter the offender's **Date of Birth*** in the following format: mm/dd/yyyy
    d. Enter the offender's name in the **First Name***, **Middle Initial** and **Last Name*** fields.
    e. Enter the offender's Address information in the following fields: **Address***, **City***, **State***, and **Zip Code***.
    f. Enter the offender's phone number in the **Phone*** field.
    g. If the offender has an alternative phone number, enter it in the **Alt. Phone** field.



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(This is a partial screenshot of the Screening Edit Page.)

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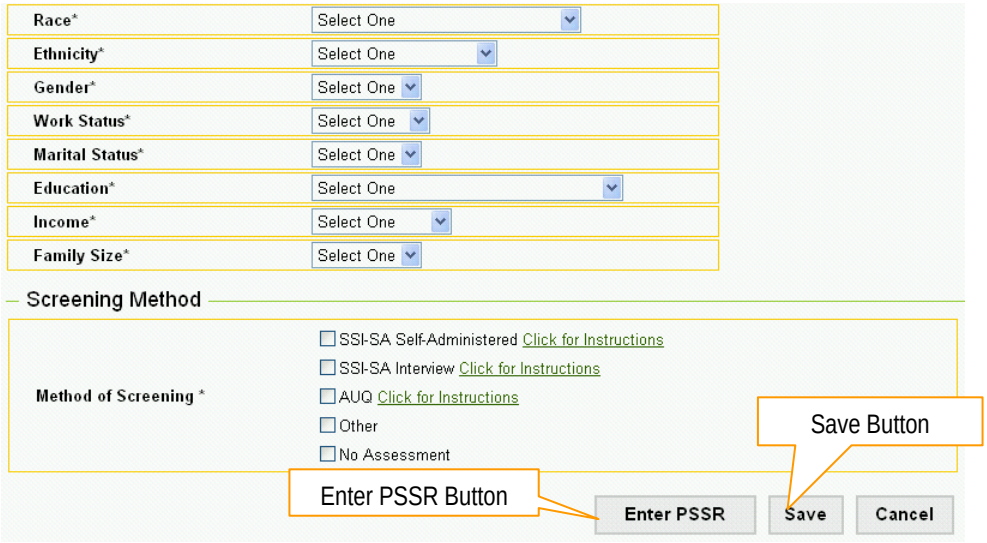
h. Select the offender's race from the **Race** *dropdown list.
i. Select the offender's ethnicity from the **Ethnicity*** dropdown list.
j. Select the offender's gender from the **Gender*** dropdown list.
k. Select the offender's work status from the **Work Status*** dropdown list.
l. Select the offender's marital status from the **Marital Status*** dropdown list.
m. Select the offender's Education from the **Education*** dropdown list.
n. Select the offender's Income from the **Income*** dropdown list.
o. Select the offender's Family Size from the **Family Size*** dropdown list.

8. Use the check boxes to select the appropriate **Method of Screening***.
9. Click Enter PSSR (Enter PSSR) to enter the Pre-Sentence Screening Report.
   *Note: See the PSSR section for additional information.
10. Click the Save (Save) button to save the record.



(This is a partial screenshot of the PSSR Edit Form.)

Tips

- To view instructions on the Screening Methods, click the link, Click for Instructions (**Click for Instructions**) next to the **Method of Screening*** you wish to view instructions for. A new window will appear with instructions for the screening method you selected.

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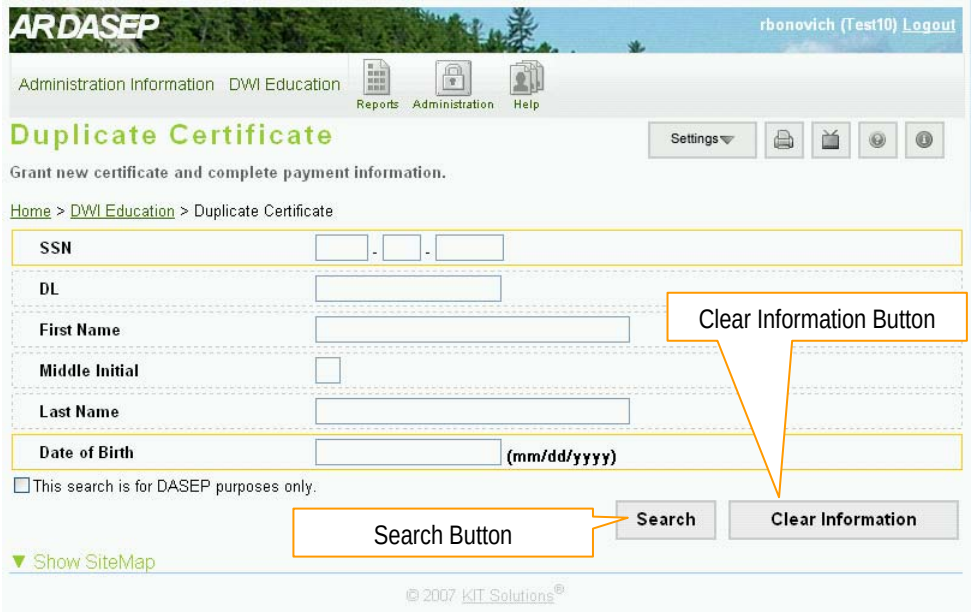
Duplicate Certificate

This module is used to grant a new certificate and complete payment information.

Search

1. Click **DWI Education** from the Menu.
2. Click **Duplicate Certificate** from DWI Education Landing Page.
3. Enter the offender's social security number into the **SSN*** field.
4. Enter the offender's driver's license into the **DL** field.
5. Enter the offender's first name into the **First Name** field.
6. Enter the offender's middle initial into the **Middle Initial** field.
7. Enter the offender's last name into the **Last Name** field.
8. Enter the offender's date of birth into the **Date of Birth*** field.
9. Click the checkbox that states, "**This search is for DASEP purposes only.**"
10. Click the Search (**Search**) button.

*Note: Clicking the Clear Information (**Clear Information**) button will clear the text of all of the fields.



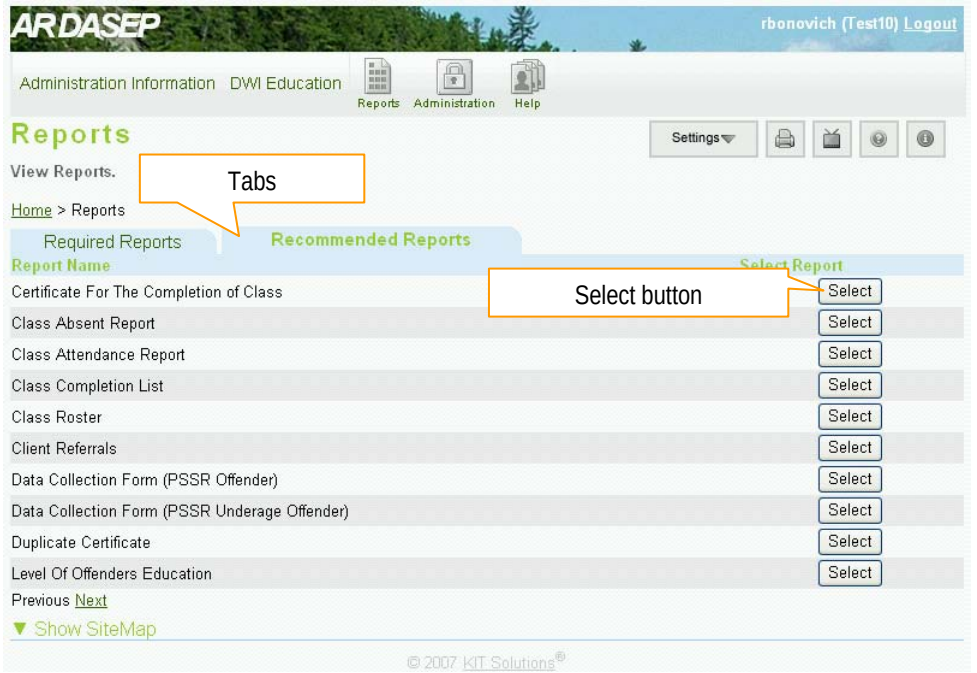
(This is a sample screenshot of the Duplicate Certificate Listing Page.)

Reports

The Reports module allows you to open, view, save and print reports available within the AR DASEP.

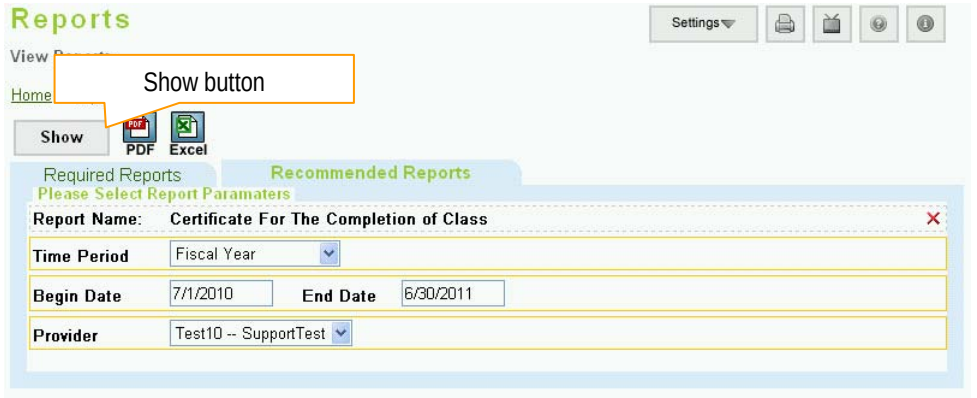
Opening a Report

1. Click **Reports** from the main menu.
2. From the available tabs, select Required Report or Recommended Reports to view the reports under the tabs.
3. Browse the list of reports.
4. Click the Select (**Select**) button to the right of the report you wish to open.



Sample Screenshot displaying the Reports Listing Page

5. You may have to select specific criteria before viewing some reports. Select the appropriate items from the available dropdown lists, if available.
6. Click the Show (**Show**) button.
7. A new window will open displaying the selected report in a view only mode.
    a. To close the report, click the ☒ (X) in the upper right hand corner.



Sample Screenshot displaying the Reports Parameters Page

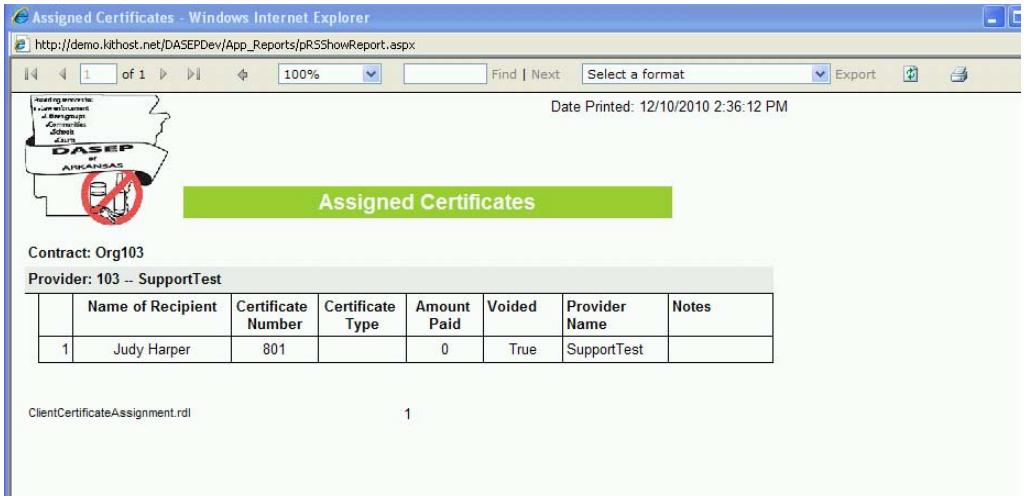
Tips

- Each listing page displays up to ten (10) reports. To move between the various pages, use the Previous Next (**Previous** and **Next**) links located at the bottom of the reports list. If there are less than ten (10) reports on the page, the links will not be active.
- If you are having difficulty opening the report it may be due to a pop-up blocker. Try holding down the Control (CTRL) key on your keyboard while clicking the Show (**Show**) button.

Viewing a Report

Once the Show (**Show**) button is selected, the report is opened in a view only mode. The following details will help you review the report in the view only mode.

- 1 of 3 - use these arrows to navigate through the view only mode to the different pages of the report
- 100% - use this dropdown list to enlarge or decrease the text size of the report
- Select a format Export - use this dropdown list to export the report into another format for printing or saving
- Find | Next - use this text box to locate a specific word within the report
- ⊞ ⊟ - some reports can expand and collapse the details within the report. This can become helpful if the report shows a lot of data. To expand the details within the report, click the ⊟ (**minus symbol**). To collapse the details within the report, click the ⊞ (**plus symbol**).



Sample Screenshot displaying a View Only Mode of a Report

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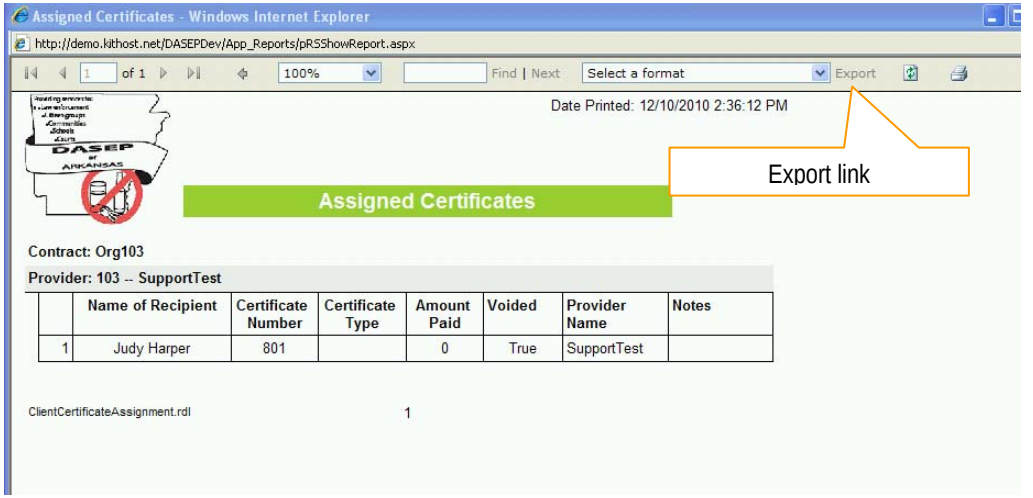
Printing and Saving a Report

To print or save a report, you will need to export the report into another format.

1. From the view only mode of the report, select the format you would like to export the report to from the **Select a Format** dropdown list.
2. Click the Export (**Export**) link.
3. A window may appear asking if you wish to open or save the file. To view the file immediately, click the Open (**Open**) button. Click the Save (**Save**) button if you want to save the report directly to your computer and open it later.
   *Note: If you wish to cancel the export, click the Cancel (Cancel) button.
4. A new window will open displaying the report in the format selected.
5. You will be able to print or save the report from the new window.
   a. To close the report, click the ☒ (X) in the upper right hand corner.



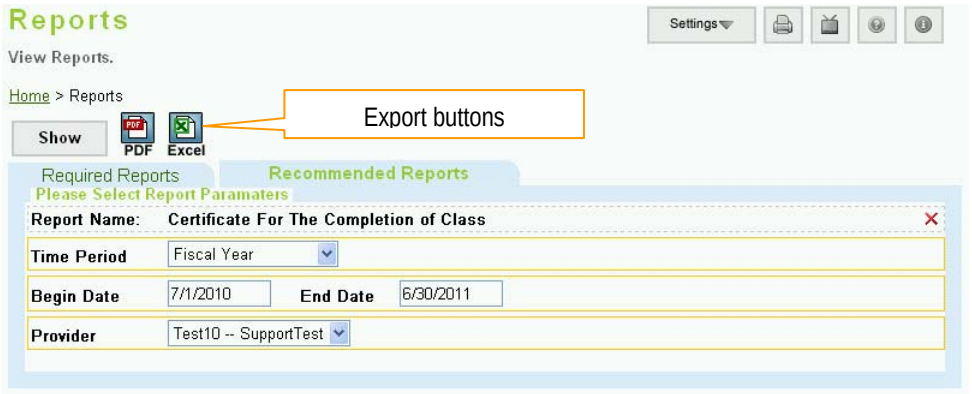
Sample Screenshot displaying the Report Page

Tips

- If you are having difficulty opening the report it may be due to a pop-up blocker. Try holding down the Control (CTRL) key on your keyboard while clicking the Export (**Export**) link.

You do not have to open a report to the view only mode (using the Opening a Report instructions) in order to print or save it. If you wish to print or save the report immediately without using the view only mode, use the export buttons located on the Report Parameters page.

PDF Excel



Sample Screenshot displaying the Reports Parameters Page

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ADMINISTRATION

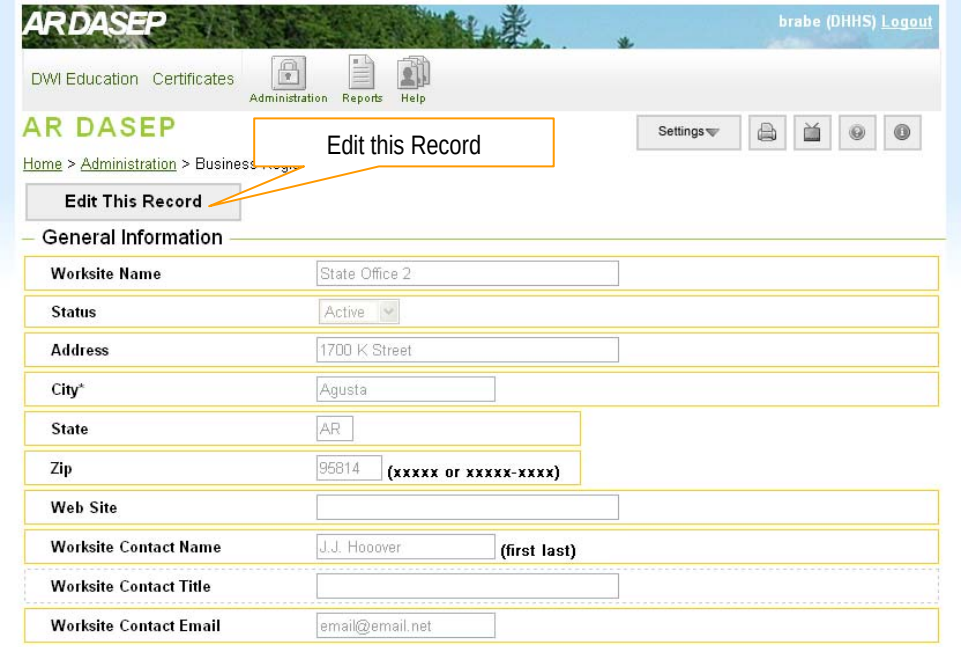
The Administration module is designed to complete administrative tasks within the Service, such as updating organization information, staff registration, and changing a password.

Business Registration

The Business Registration module has fields that can be filled in with various pieces of information specific to your organization.

To edit the Business Registration:

1. Click **Administration** from the menu.
2. Click **Business Administration** from the administration landing page.
3. Click Edit This Record (**Edit This Record**) button.
4. The organization information will display in edit mode.
5. Make any changes needed to the **General Information** fields.
6. Click the Save (**Save**) button when you have finished.



(This is a sample screenshot of the Business Registration Page.)

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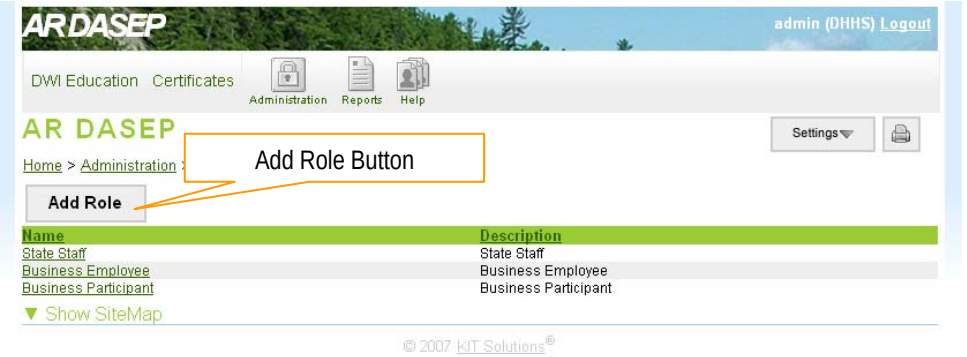
Role Management

This module allows you to create and manage roles with different permission levels that can be assigned to staff members.

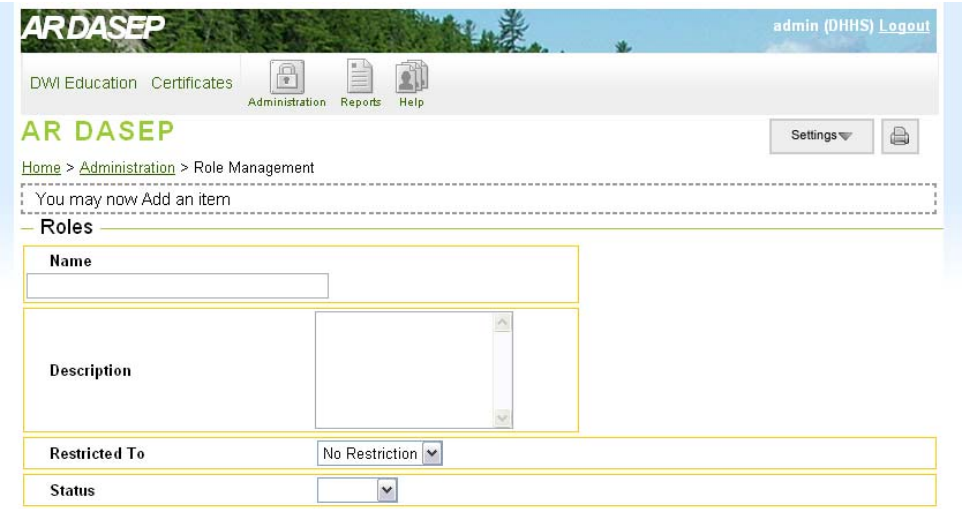
Add Role

1. Click **Administration** from the Menu.
2. Click **Role Management** from the Administration Landing Page.
3. Click the Add Role (**Add Role**) button.



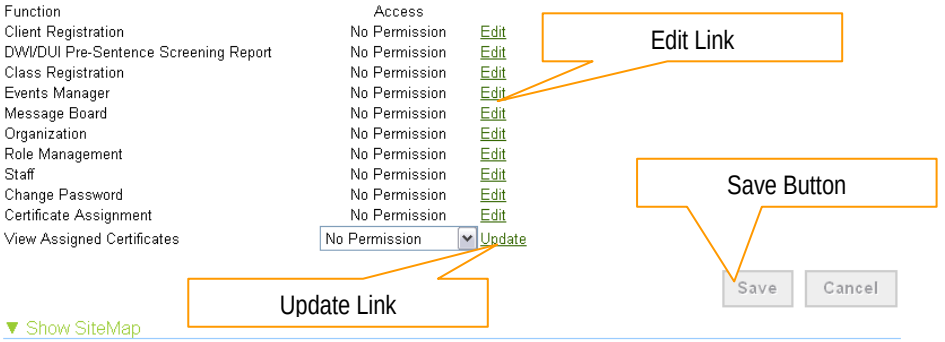
(This is a sample screenshot of the Role Management Listing Page.)

4. Enter the name of the role you are adding in the **Name*** text box.
5. Enter a brief description of the role in the **Description*** text box.
6. Select who this Role is **Restricted To*** from the dropdown list.
7. Select the **Status*** of this role from the dropdown list.
    a. *Active*: the staff member is currently with your organization (can be viewed on other screens and reports).
    b. *Inactive*: the staff member is no longer with your organization (will no longer appear on other screens and reports).



(This is a partial screenshot of the Role Management Edit Page.)

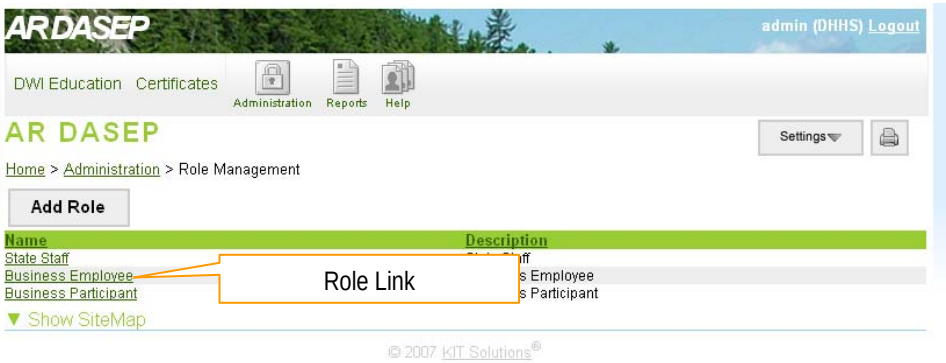
8. To change access for a certain module, click the *Edit* link next to that module.
9. A dropdown list will become available, select the desired access level:
    a. *Read-Only:* Staff members can only view data that has been entered.
    b. *Read and Write:* Staff members can enter and edit data but not delete.
    c. *Full Control:* Staff members can enter, edit, and delete data.
    d. *No Permission:* The staff member does not have permission to view, edit, or delete any information in this module.
10. Click the **Update** link to verify the permission level.
11. Click the Save (Save) button when you have finished.



(This is a partial screenshot of the Role Management Edit Page.)

Editing Roles

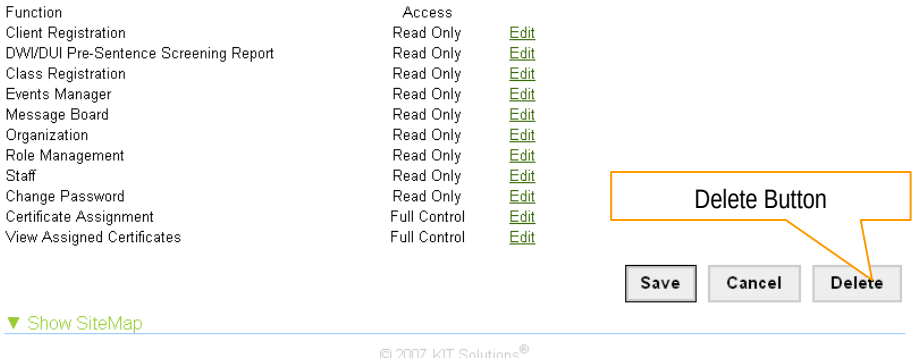
1. From the Roles Listing Page, click the Class Name link from the grid.
2. The role information will display in edit mode.
3. Make any changes needed to the form.
4. Click the Save (Save) button when you have finished.
   *Note: To exit the screen without saving any of the details, click the Cancel (Cancel) button.



(This is a sample screenshot of the Role Management Listing Page.)

Deleting Roles

1. From the Roles Listing Page, click the Class Name link from the grid.
2. The role information will display in edit mode.
3. Click the Delete (**Delete**) at the bottom of the form.
   *Note: To exit the confirmation without deleting any of the details, click the Cancel (**Cancel**) button.
   a. You will receive a confirmation message indicating the Participant was deleted successfully.
   b. Click the OK (OK) button to confirm the change.

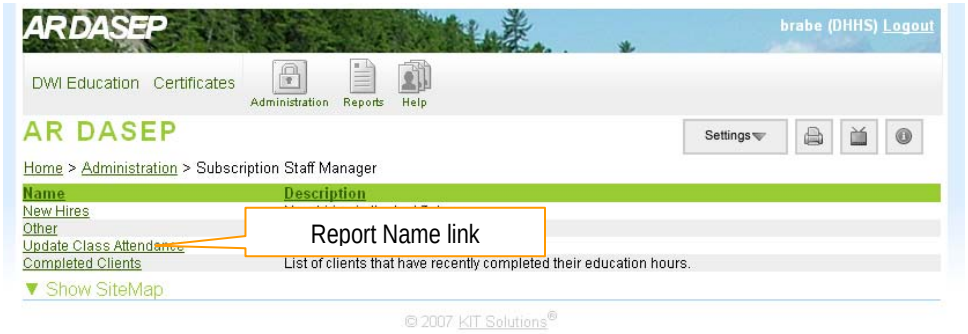


(This is a partial screenshot of the Role Management Edit Form displaying the Delete button.)

Role Management

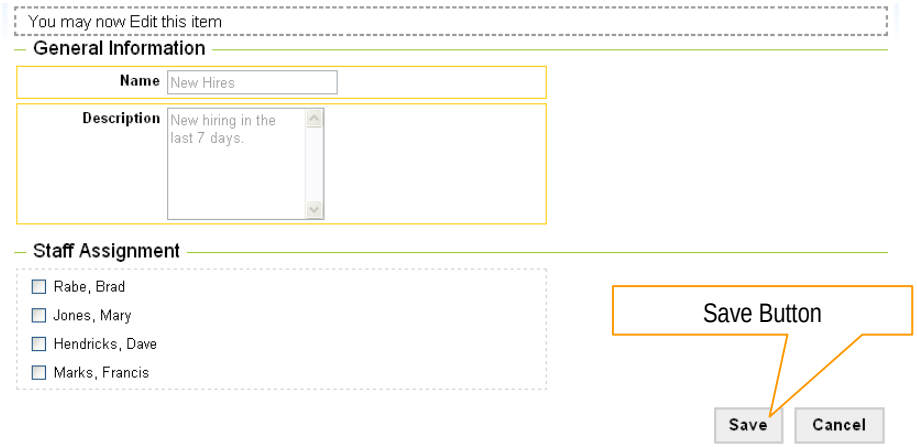
The Subscription Staff Manager section is used to provide email ticklers and access to the Dashboard reports for specific staff members.

1. Click **Administration** from the Menu.
2. Click **Subscription Staff Manager** from the Administration Landing Page.
3. A list of available Dashboard reports will be available.
4. From the Subscription Staff Manager Listing Page, click the desired Report Name link from the grid.



(This is a sample screenshot of the Subscription Staff Manager Listing Page.)

5. From the **Staff Assignment** section, select the appropriate staff members to have access to view the report by selecting the checkbox next to the staff member(s) name.
   *Note: Selections for this list were created in the Staff section.
   a. To remove access from a staff member, uncheck the box next to the staff member(s) name.
6. Select the access the staff member should receive from the **Delivery Type** dropdown list.
   a. *Dashboard*: the staff member will only have access to view the Dashboard report from the Home page.
   b. *Email*: the staff member will only have access to receive an email tickler when a change occurs regarding the selected Dashboard report.
   c. *Both Email and Dashboard*: the staff member will have access to receive an email tickler and view the Dashboard report from the Home page.
7. Click the Save (Save) button when you have finished.



(This is a sample screenshot of the Subscription Staff Manager Edit Form.)